

**The Secretary of the Interior's  
Standards and Guidelines for  
Federal Agency  
Historic Preservation Programs  
Pursuant to the National Historic Preservation Act**



*Jointly published by:*  
**National Park Service, U.S. Department of the Interior  
Advisory Council on Historic Preservation  
1998**



U.S. Department of the Interior  
National Park Service  
Cultural Resources  
Heritage Preservation Services

ADVISORY COUNCIL ON  
HISTORIC PRESERVATION

## Preface

The National Park Service and the Advisory Council on Historic Preservation are pleased to present the *Secretary of the Interior's Standards and Guidelines for Federal Agency Historic Preservation Programs*. Based on Section 110 of the National Historic Preservation Act, as amended, this publication is intended to provide a user-friendly version of the standards and guidelines that were published in the *Federal Register*, Vol. 63, No. 79, April 24, 1998.

The format for the publication includes marginal annotations to each section of the standards and guidelines and bold-face text to highlight important topics. Applicable sections from the National Historic Preservation Act are included in appendices in order to direct the reader to the legal authorities for the standards and guidelines. Case studies that illustrate each of the seven standards help the reader understand the effects of the law and the standards and guidelines on historic properties nationwide.

Federal agency historic preservation programs have come a long way since passage of the National Historic Preservation Act of 1966. The amendments to the Act in 1980 and 1992 helped to clarify Federal agency responsibilities for preserving the Nation's historic and cultural heritage. The advances of many Federal agencies in meeting this important Federal mandate also have served to inspire and encourage other Federal agencies, tribal governments, state and local governments, and the private sector.

Federal agencies manage some of the Nation's most important historic and cultural properties. Through their funding, licensing, and other activities, they also have an impact on significant resources that are not in Federal ownership. Only through responsible Federal stewardship and planning can the Nation's heritage be preserved for the benefit of future generations of Americans.

## Table of Contents

<b>Introduction</b>	5
Section 110 of the National Historic Preservation Act	5
Section 110 Guidelines—Background and Format	6
Agency Use of These Standards and Guidelines for Evaluating Their Programs	7
Consultation and Technical Assistance	7
<b>The Secretary of the Interior’s Standards for Federal Agency Historic Preservation Programs</b>	9
<i>(Summary of Standards 1-7)</i>	9
Standard 1 <i>(agency preservation program)</i>	
Guidelines	11
Agency Programs	12
Preservation Officer	15
Standard 2 <i>(identification and evaluation)</i>	17
Guidelines	18
Standard 3 <i>(nomination to National Register)</i>	21
Guidelines	22
Standard 4 <i>(planning consideration)</i>	24
Guidelines	25
All Historic Properties	25
National Historic Landmarks	27
Foreign Historic Properties	28
Standard 5 <i>(consultation)</i>	29
Guidelines	30
Consultation General Principles	30
Consultation with Native Americans	31
Standard 6 <i>(property management)</i>	33
Guidelines	34
Standard 7 <i>(priority use of historic properties)</i>	37
Guidelines	38
<b>Definitions</b>	40
<b>Appendix A</b>	
Federal Agency Activities Mandated by NHPA	44
<b>Appendix B</b>	
NHPA-mandated Actions by Others that Affect Federal Agencies	53
<b>Appendix C</b>	
Reading List	56



The Secretary of the Interior's  
**Standards and Guidelines for  
 Federal Agency  
 Historic Preservation Programs**

*Pursuant to the National Historic Preservation Act*

## Introduction

### *Section 110 of the National Historic Preservation Act (16 U.S.C. 470)*

#### *Purpose of Section 110*

**Section 110 of the National Historic Preservation Act** (hereafter referred to as “NHPA” or “the Act”) **sets out the broad historic preservation responsibilities of Federal agencies** and is intended to ensure that historic preservation is fully integrated into the ongoing programs of all Federal agencies. This intent was first put forth in the preamble to the National Historic Preservation Act upon its initial adoption in 1966. When the Act was amended in 1980, Section 110 was added to expand and make more explicit the statute’s statement of Federal agency responsibility for identifying and protecting historic properties and avoiding unnecessary damage to them. Section 110 also charges each Federal agency with the affirmative responsibility for considering projects and programs that further the purposes of the NHPA, and it declares that the costs of preservation activities are eligible project costs in all undertakings conducted or assisted by a Federal agency.

#### *Amendments strengthen Section 110 provisions*

**The 1992 amendments to the Act further strengthened the provisions of Section 110.** Under the law, the head of each Federal agency must do several things. First, he or she must assume responsibility for the preservation of historic properties owned or controlled by the agency. Each Federal agency must establish a preservation program for the identification, evaluation, nomination to the National Register, and protection of historic properties. Each Federal agency must consult with the Secretary of the Interior (acting through the Director of the National Park Service) in establishing its preservation programs. Each Federal agency must, to the maximum extent feasible, use historic properties available to it in carrying out its responsibilities. The 1992 additions to Section 110 also set out some specific benchmarks for Federal agency preservation programs, including:

#### *Benchmarks for agency preservation programs*

(a) **historic properties under the jurisdiction or control of the agency are to be managed and maintained in a way that considers the preservation of their historic, archeological, architectural, and cultural values;**

(b) **historic properties not under agency jurisdiction or control but potentially affected by agency actions are to be fully considered in agency planning;**

(c) **agency preservation-related activities are to be carried out in consultation with other Federal, State, and local agencies, Indian tribes, Native Hawaiian organizations, and the private sector;**

(d) **agency procedures for compliance with Section 106 of the Act are to be consistent with regulations issued by the Advisory Council on Historic Preservation; and**

(e) **an agency may not grant assistance or a license or permit to an applicant who damages or destroys historic property with the intent of avoiding the requirements of Section 106, unless specific circumstances warrant such assistance.**

The complete text of Section 110 is included within Appendix A to these guidelines. Also included are sections 1 and 2 of the NHPA that set out the purposes and policies of that Act. Anyone unfamiliar with the purposes of the Act or with the specific provisions of Section 110 as amended in 1992 should refer to those texts in addition to the revised guidelines.

*Where to find the complete text of  
Section 110*

### ***Section 110 Guidelines—Background and Format***

The Section 110 Guidelines were first published in the Federal Register on February 17, 1988 (53 FR 4727–46). This second edition has been revised to incorporate the 1992 amendments to the Act and to make the guidelines easier to use.

**These guidelines neither replace nor incorporate other statutory authorities,** regulations, or *The Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation*. These guidelines show how Federal agencies should address these various other requirements and guidelines in carrying out their responsibilities under the Act. The head of each Federal agency, acting through its Preservation Officer, should become familiar with all the statutes, regulations, and guidelines that bear upon the agency historic preservation program required by Section 110.

This second edition of the Section 110 Guidelines follows a format significantly different from that of its predecessor. The first edition followed the sequence of the statute and provided detailed

*History of these guidelines*

*Purpose of these guidelines*

*New format of these guidelines*

guidance for each subsection of Section 110. The current edition instead takes the form of standards and guidelines that will assist each Federal agency in establishing a preservation program that meets the various requirements of Section 110.

### ***Agency Use of These Standards and Guidelines for Evaluating Their Programs***

*Use of these guidelines*

**The preservation and use of historic properties and their careful consideration in agency planning and decision-making are in the public interest, are consistent with the declaration of policy set forth in the NHPA, and must be a fundamental part of the mission of any Federal agency.**

These standards and guidelines are intended to assist Federal agency personnel and the agency head in carrying out their policies, programs, and projects in a manner consistent with the requirements and purposes of Section 110 of the NHPA, related statutory authorities, and existing regulations and guidance.

**An agency should use these standards and guidelines, and consultation with the Secretary and others, to ensure that the basic individual components of a preservation program called for in Section 110 are in place.** The preservation program should also be fully integrated into both the general and specific operating procedures of the agency. The agency's preservation program should interact with the agency's management systems to ensure that historic preservation issues are considered in decisionmaking. The program should try to ensure that the agency's officials, employees, contractors, and other responsible parties have sufficient budgetary and personnel resources needed to identify, evaluate, nominate, manage, and use the historic properties under agency care or affected by agency actions.

### ***Consultation and Technical Assistance***

*Consultation with the Secretary  
about agency preservation programs*

**Section 110(a)(2) requires that agency preservation programs be established “in consultation with the Secretary.”**

Federal agencies seeking such consultation should contact the Associate Director, Cultural Resource Stewardship and Partnerships, National Park Service, Department of the Interior, 1849 C Street, NW, Washington, D.C. 20240. Consultation with the Secretary regarding an agency's program will be based upon the degree to

which that program is consistent with the Act and with the standards and guidelines that follow. Upon request, the Secretary will also provide informal technical assistance to any agency on questions concerning the establishment or improvement of the agency's historic preservation program. Requests for technical assistance should also be addressed to the Associate Director, Cultural Resource Stewardship and Partnerships, National Park Service.

*Consultation with the Advisory Council  
about agency preservation programs*

**Section 202(a)(6) of the Act provides that the Advisory Council may review Federal agency preservation programs and recommend improvements to such agencies.** Where the Council carries out such a review, it will base any recommendations on its own regulations and policy statements, and on the standards and guidelines that follow.

Federal agencies seeking such consultation should contact the Executive Director, Advisory Council on Historic Preservation, Old Post Office Building, 1100 Pennsylvania Avenue, N.W., #809, Washington, D.C. 20004.

## The Secretary of the Interior's Standards for Federal Agency Historic Preservation Programs

*These guidelines are not regulatory*

**These standards have no regulatory effect.** Instead, they are the Secretary's formal guidance to each Federal agency on meeting the requirements of Section 110 of the Act.

*What these guidelines provide*

**The guidelines provide information on the steps an agency must take** to establish and maintain a preservation program that meets each of the applicable *Secretary's Standards*.

### *Standard 1*

*Agency preservation program*

**Each Federal agency establishes and maintains a historic preservation program** that is coordinated by a qualified Preservation Officer, and that is consistent with and seeks to advance the purposes of the National Historic Preservation Act. The head of each Federal agency is responsible for the preservation of historic properties owned or controlled by the agency. [Sec. 110(a)(1), Sec. 110(a)(2), Sec. 110(c), and Sec. 110(d)].

### *Standard 2*

*Identification and evaluation  
of properties*

**An agency provides for the timely identification and evaluation of historic properties** under agency jurisdiction or control and/or subject to effect by agency actions. [Sec. 110(a)(2)(A), and Sec. 112].

### *Standard 3*

*Nomination of properties  
to the National Register*

**An agency nominates historic properties** under the agency's jurisdiction or control to the National Register of Historic Places. [Sec. 110(a)(2)(A)].

### *Standard 4*

*Planning consideration for properties*

**An agency gives historic properties full consideration** when planning or considering approval of any action that might affect such properties. [Sec. 110(a)(2)(B),(C), and (E), Sec. 110(f) and Sec. 402(16 U.S.C. 470a-2)].

**Standard 5***Agency consultation with outside parties*

**An agency consults with knowledgeable and concerned parties** outside the agency about its historic preservation related activities. [Sec. 110(a)(2)(D)].

**Standard 6***Consideration of preservation values*

**An agency manages and maintains historic properties** under its jurisdiction or control in a manner that considers the preservation of their historic, architectural, archeological, and cultural values. [Sec. 110(a)(1), Sec. 110 (a)(2)(B), Sec. 110(b)].

**Standard 7***Priority use of historic properties*

**An agency gives priority to the use of historic properties** to carry out agency missions. [Sec. 110(a)(1)].

For a cross-reference of each standard to the parts of Section 110, see Appendix A.

## Standard 1:

**Each Federal agency establishes and maintains a historic preservation program that is coordinated by a qualified Preservation Officer, and that is consistent with and seeks to advance the purposes of the National Historic Preservation Act. The head of each Federal agency is responsible for the preservation of historic properties owned or controlled by the agency.**

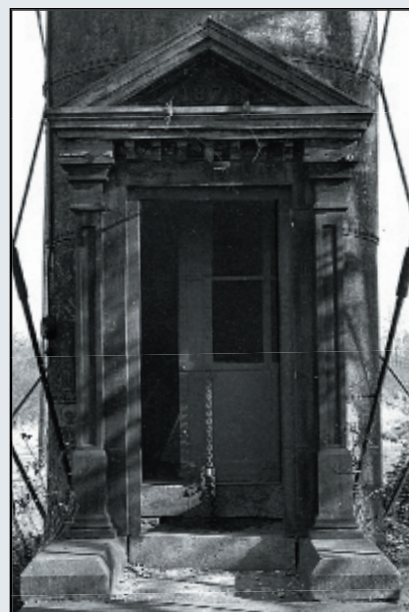
### **Finn's Point Rear Range Light Salem County, New Jersey**

Located in Salem County, New Jersey, to mark the channel of the Delaware River, the Finn's Point Rear Range Light is an unusual wrought iron lighthouse tower. It was constructed in 1876–77 of wrought iron to resist corrosion and is entered through a classical galvanized iron doorway. This property was listed in the National Register of Historic Places in 1978. Today, the Fish and Wildlife Service (FWS) administers the Killcohook National Wildlife Refuge surrounding the lighthouse.

Located within the Department of the Interior, the FWS is responsible for refuge management, fisheries assistance and fish hatchery management, and funding and technical assistance to states, tribal governments, and individuals. The FWS Federal Preservation Officer's responsibilities fall under the Assistant Director of Refuges and Wildlife and the Refuge Management Program. Thus, historic preservation functions are closely integrated with the agency's land management program that accounts for over 90% of the funding for cultural resource projects.

The FWS Federal Preservation Officer is responsible for a broad range of cultural resource management requirements and meshes these cultural resource mandates within the overall mission and framework of the agency. All of these functions fall under the responsibilities of the Federal Preservation Officer, but by necessity, day-to-day activities have been delegated to Regional Preservation Officers. The agency's decentralized organization makes it impossible for a single individual or staff in one office to oversee programs and activities carried out by seven regional offices and over 500 field stations encompassing 92 million acres of land. Regional Preservation Officers (either a historian or an archeologist) coordinate with the agency's Federal Preservation Officer, State Historic Preservation Officer, and other public and private entities on important issues and assist field station managers in meeting regulatory requirements. The FWS model illustrates that Federal historic preservation programs are best maintained when administered as part of the agency's organizational structure and responsive to various management objectives.

*Credit: U.S. Fish and Wildlife Service*



## The Secretary's Standards and Guidelines for Federal Agency Historic Preservation Programs

### Standard 1

*Agency preservation program*

**Each Federal agency establishes and maintains a historic preservation program** that is coordinated by a qualified Preservation Officer, and that is consistent with and seeks to advance the purposes of the National Historic Preservation Act. The head of each Federal agency is responsible for the preservation of historic properties owned or controlled by the agency. [Sec. 110(a)(1), Sec. 110(a)(2), Sec. 110(c), and Sec. 110(d)].

### Guidelines

*Agency programs must be explicit*

#### Agency Programs

(a) **An agency historic preservation program must include specific provisions** to ensure, to the extent feasible given the agency's mission and mandates, the full consideration and appropriate preservation of historic properties under the agency's jurisdiction or control and of other historic properties affected by the agency's actions. [Sec. 110(a)(2)(B)].

*Agency-wide embodiment of preservation goals*

(b) **An agency historic preservation program is embodied in agency-wide policies, procedures, and activities.** An agency historic preservation program is the vehicle for ensuring that the agency's mission-driven activities are carried out in a manner consistent with the purposes of National Historic Preservation Act. The program is not an activity carried out separate and apart from the activities mandated by the agency mission.

*Fundamental goal of the agency preservation program*

(c) **The identification, evaluation, and preservation of historic properties must be the fundamental goal** of any Federal agency preservation program. [Sec. 110(a)(2)]. However, an agency's ability to achieve this goal is affected by its own mission and by whether it owns and manages historic property:

*Properties under direct agency control*

(1) In those cases where historic property is under the jurisdiction and control of the agency, **the agency has an affirmative responsibility to manage and maintain such property in a manner that takes into account the property's historic significance.** In addition, the Federal agency has an affirmative

responsibility to seek and use historic properties to the maximum extent feasible in carrying out its activities. [Sec. 110(a)(1) and Sec. 110(a)(2)(B)].

*Properties affected by agency grant awards*

(2) Where an agency carries out its mission through the award of grant funds for specific activities, and where those activities will inevitably affect historic properties, **the agency should, to the maximum extent feasible, design its programs to encourage grantees to retain and make appropriate use of historic properties** in carrying out grant-funded activities.

*Properties affected by federally licensed or permitted activities*

(3) Where an agency's historic preservation activities are limited to considering the impact of federally licensed, or permitted activities initiated by non-Federal entities on nonfederally owned historic properties, **the agency's preservation responsibility may be more narrowly cast as seeking to avoid or minimize any adverse effects** to such properties that might otherwise occur as a result of such activities.

*The agency must consult with the Secretary of the Interior*

(d) **An agency historic preservation program must be established in consultation with the Secretary** of the Interior. [Sec. 110(a)(2)]. Consultation with the Secretary regarding an agency's historic preservation program will be based on these standards and guidelines.

*Agency head's statutory preservation requirements*

(e) **The agency historic preservation program must be an effective and efficient vehicle through which the agency head can meet his or her statutory responsibilities** for the preservation of historic properties. [Sec. 110(a)(2)]. Compliance with responsibilities pursuant to Section 106 of the Act is an integral part of an agency's overall historic preservation program. That program, however, is not simply intended to meet agency Section 106 responsibilities to "take into account" the effects of its undertaking on historic properties. The program described in Section 110(a)(2) is an agency-wide approach to achieving the goals set forth in the NHPA. It should be fully integrated into both the general and specific operating procedures of the agency.

*Budgetary and financial system interaction*

(f) **The preservation program should interact with the agency's budgetary and financial management systems** to:

*Timely budget consideration*

(1) ensure that historic preservation issues are considered before budgetary decisions are made that foreclose historic preservation options, and

*Adequate funding for preservation*

(2) ensure that the historic preservation program itself is adequately funded to enable it to perform its functions.

*Avoidance of duplicate efforts*

(g) To avoid needless duplication of effort and increased workload in developing and implementing its program, the agency should carefully review and consider using those existing policies, procedures, approaches and standards that are government-wide, i.e., applicable to all preservation programs, and develop only those that need to be agency-specific. Preservation programs can be expected to differ based on the extent to which:

*How agency preservation programs may differ*

(1) agencies manage, own, or exercise control over historic properties;

(2) historic properties play a significant role in agency activities through active use (e.g., for recreation, interpretation, public access/use, transportation, office space);

(3) agencies are engaged in public education/interpretation, or multiple-use resource management; or,

(4) agencies are in a position to influence actions affecting historic properties.

*Determination of a prudent preservation funding level*

(h) **Agency funding decisions for historic preservation work should be based on a determination of the prudent level of investment for a specific undertaking.** That determination, in turn, should acknowledge that preservation costs are eligible project costs on an equal footing with other planning, design, construction, environmental protection, and mitigation needs and requirements. Similarly, the cost of caring for, documenting, and otherwise preserving artifacts, records, and remains related to historic properties is an eligible project cost. [Sec. 110(g)]. The agency may contract with a State Historic Preservation Officer (SHPO), another Federal agency, or other public or private

organization as appropriate to assist it in carrying out the agency's historic preservation work.

*Determination of reasonable costs for Federal licensees or permittees*

(i) Where preservation activity is a condition of obtaining a Federal license or permit, or Federal approval, or is subject to a delegation of authority by a Federal agency, the recipient may be expected to incur reasonable costs. [Sec. 110(g)]. Because it is difficult to establish fair standards that would be applicable in all cases, "reasonable costs" should not be determined using inflexible criteria, such as a

*Efficient coordination with other relevant and related Federal statutes*

flat fee or a standard percentage of a budget, but rather should be determined on a case-by-case basis.

(j) **An efficient preservation program should allow the agency to do more than simply meet its Section 110 and Section 106 responsibilities.** In order to eliminate duplicative effort and assist in agency planning, the preservation program should be coordinated with actions the agency takes to meet the requirements of other

relevant and related Federal statutes [e.g., NAGPRA, the Archaeological Resources Protection Act (ARPA), the American Indian Religious Freedom Act (AIRFA), and the National Environmental Policy Act (NEPA)] in a comprehensive, anticipatory manner.

*Role of the Preservation Officer*

### **Preservation Officer**

(k) **The agency position responsible for coordinating the preservation program is the Preservation Officer** required of all agencies by Section 110(c) of the NHPA (unless specifically exempted under section 214 of the NHPA). A Preservation Officer may have other agency duties in addition to historic preservation coordination, depending on the magnitude and degree of the agency's historic preservation activities and responsibilities.

[Sec. 110(c)].

*Qualifications for Preservation Officers*

(l) **Agency officials designated as Preservation Officers should have substantial experience administering Federal historic preservation activities** and/or specifically assigned staff under their supervision who have such experience. Section 112 of the NHPA requires that agency personnel or contractors responsible for historic resources meet qualification standards established by the Office of Personnel Management in consultation with the Secretary.

*Agency-wide authority of Preservation Officers*

(m) **Each Preservation Officer should have sufficient agency-wide authority, staff, and other resources to carry out Section 110 responsibilities effectively.** Agency administrative systems should ensure that the Preservation Officer can review and comment meaningfully on all agency programs and activities and interact with the agency's planning and project management systems in such a way as to influence decisions potentially affecting historic resources. The Preservation Officer should have sufficient authority and the agency should have sufficient control systems to

*Regional or field office preservation officials*

ensure that decisions made pursuant to Section 106 and Section 110 about the treatment of such resources are in fact carried out.

(n) In agencies where significant preservation responsibilities are delegated to regional or field offices, or Federal facilities or installations, the agency head should also appoint qualified preservation officials at those levels. Such officials should ensure that their actions and conduct of historic preservation activities are coordinated with, and consistent with, those of the central office Preservation Officer for that agency.

*Identification of preservation responsibilities by personnel management system*

(o) **The agency should ensure that its personnel management system identifies those personnel with preservation responsibilities,** includes such responsibilities in their position descriptions and performance elements and standards, and appropriately rewards high-quality performance. In addition, the agency should provide for ongoing training in historic preservation for all agency personnel with preservation responsibilities.

## Standard 2:

**An agency provides for the timely identification and evaluation of historic properties under agency jurisdiction or control and/or subject to effect by agency actions.**

### **Southern Branch National Home for Disabled Volunteer Soldiers, Building #18** Hampton, Virginia

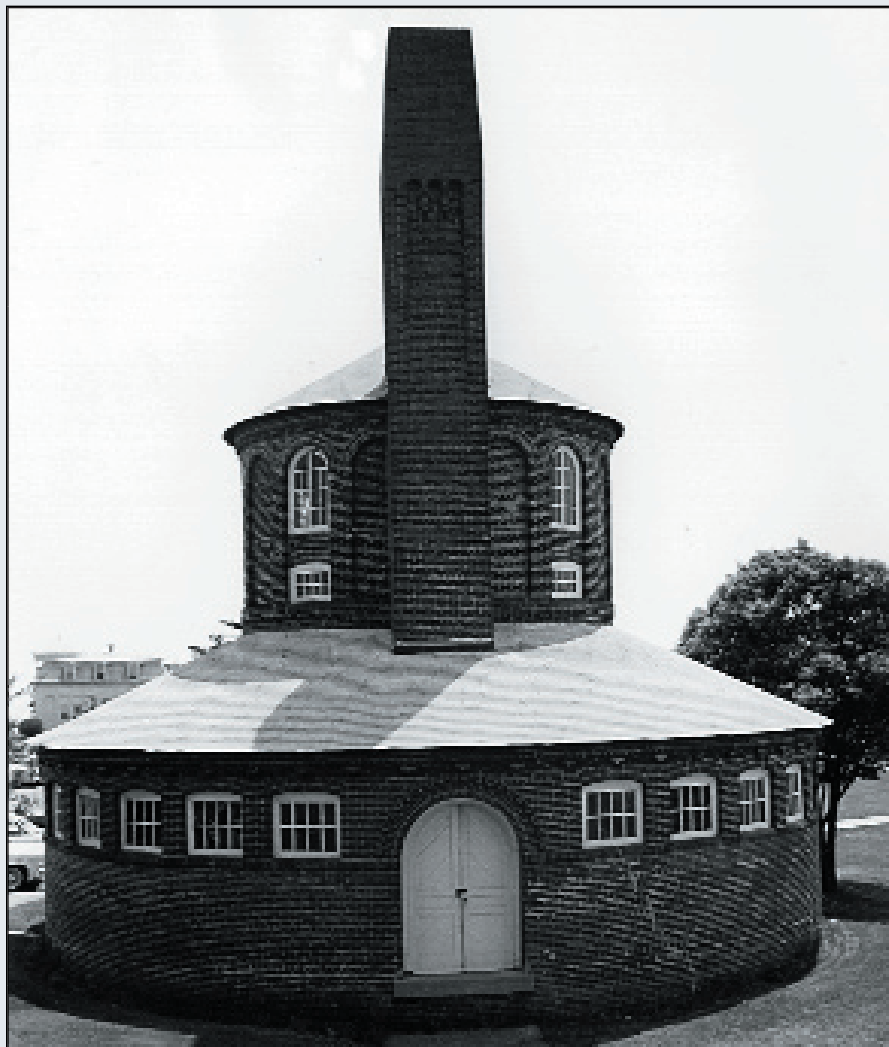
Building #18 is located on the campus of the former Southern Branch National Home for Disabled Volunteer Soldiers at Hampton, Virginia. This facility was one of eleven veterans

homes established by Congress in 1867 to care for disabled veterans of the Civil War. Opened to provide care for veterans of U.S. Colored Troops, the Hampton facility was notable as the first integrated establishment of its kind in the country. Building #18 represents one of several thousand historic and archeological properties that Department of Veterans Affairs identified and evaluated as eligible for listing in the National Register.

The Department's inventory effort grew out of a deliberate and concerted commitment, dating to the early 1980s, to identify and evaluate all real property owned by the Department. The Department requested photographs of every known structure from each director of Veterans Affairs medical center facilities and national cemeteries. A study of the photographs revealed many historic buildings and sites, including properties associated with the National Home for Disabled Volunteer Soldiers, military wilderness posts, Civil War cemeteries, and a range of types of archeological sites.

In order to complete the evaluation of the historic and archeological properties, the Department sought determinations of eligibility from the appropriate State Historic Preservation Officers and from the National Register of Historic Places. The comprehensive identification and evaluation program allows the Department to know which properties under its jurisdiction are eligible for listing in the National Register and thus which are subject to Section 106 protection from adverse federal projects. The Department of Veterans Affairs is a leader in the fulfillment of federal agency responsibility for providing the basis for timely identification and evaluation of historic properties under its control.

*Credit: Department of Veterans Affairs*



*Identification and evaluation of properties*

*What identification and evaluation means*

*Secretary's standards for identification and evaluation*

*Early SHPO or TPO consultation on identification and evaluation*

## **Standard 2**

**An agency provides for the timely identification and evaluation of historic properties** under agency jurisdiction or control and/or subject to effect by agency actions. [Sec. 110(a)(2)(A) and Sec. 112].

### **Guidelines**

(a) **Identification and evaluation of historic properties are critical steps in their long-term management**, as well as in project-specific planning by Federal agencies. Normally, an agency must identify the full range of historic properties that may be affected by an agency program or activity, including, but not limited to, historic buildings and structures, archeological sites, traditional cultural properties, designed and other cultural landscapes, historic linear features such as roads and trails, historic objects such as signs and street furniture, and historic districts comprising cohesive groups of such properties. [Sec. 110(a)(2)(A)]. Effective management of historic properties requires that they first be identified and evaluated. The level of identification needed can vary depending on the nature of the property or property type, the nature of the agency's management authority, and the nature of the agency's possible effects on the property.

(b) **The Secretary of the Interior has issued standards and guidelines for identification and evaluation of historic properties** [in *The Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation* (48 FR 44720–44726)], which should be used to ensure that the preservation program's identification and evaluation procedures will be adequate and appropriate. Identification and evaluation of historic properties must be conducted by professionally qualified individuals. [Sec. 101(g), Sec. 101(h), and Sec. 112].

(c) **Agency efforts to identify and evaluate historic properties should include early consultation with the State Historic Preservation Officer, or the Tribal Preservation Officer** as appropriate, to ensure that such efforts benefit from and build effectively upon any relevant data already included in the State's or Tribe's inventory. For information on consulting with an Indian tribe that has assumed State Historic Preservation Officer functions pursuant to section 101(d)(2) of the Act, see Standard 5,

Guideline (g). Agencies are encouraged to share with the appropriate SHPO and Tribal Preservation Officer information about historic properties gathered through their identification and evaluation activities.

*Identification and evaluation for programs not aimed at specific land areas*

(d) **Where an agency is planning an action that is not aimed at specific land areas** (for example, a nationwide program of assistance to local governments, farmers, or low-income homeowners), and the identification of specific historic properties subject to effect is not feasible, **the agency should nevertheless consider what types of historic properties may be affected directly or indirectly**, and consider strategies that will minimize adverse effect and maximize beneficial effect on those properties. Such consideration must be carried out in consultation with SHPOs, Tribal Preservation Officers, local governments, Indian tribes, Native Hawaiian organizations, and the interested public as appropriate [110(a)(2)(E)(ii)].

*Identification should take place at the earliest planning stage possible*

(e) **Where an agency is planning an action that could affect historic properties directly or indirectly** (e.g., a land-use or construction project; a project that could change the way land or buildings are used or developed, or alter the social, cultural, or economic character of a community; and any program of assistance to or the issuance of a license for such activities), **identification and evaluation should take place at the earliest possible stage of planning**, and be coordinated with the earliest phases of any environmental review carried out under the National Environmental Policy Act and/or related authorities. Identification and evaluation efforts must be carried out in consultation with SHPOs, Tribal Preservation Officers, local governments, Indian tribes, Native Hawaiian organizations, and the interested public as appropriate [110(a)(2)(E)(ii)].

*When “predictive modeling” may be appropriate*

(f) Where identification and evaluation are carried out as a part of long-term planning, it may be appropriate to conduct background studies to develop a “predictive model” of historic property distributions that can be used in evaluating the likely effects of particular land-management projects as the program proceeds. In some cases, depending on management needs for a particular project or activity, it may not be necessary to identify exhaustively every historic property or historic property type. It may also be appropriate and cost-effective to carry out the work in phases organized around particular property types or other such coherent units. For

example, if historic architecture is of greater immediate concern than Native American traditional properties or archeological sites, a survey of architecture alone may be appropriate during a particular budget year, with archeological survey and ethnographic studies deferred until later. However, identification is not complete until all historic properties have been identified. Such work should be developed in consultation with SHPOs, Tribal Preservation Officers, local governments, Indian tribes and Native Hawaiian organizations as appropriate, and other parties that may have knowledge of, or interest in, such properties.

*Future re-examination of identification  
and evaluation decisions*

(g) **Identification of historic properties is an ongoing process.** As time passes, events occur, or scholarly and public thinking about historical significance changes. Therefore, even when an area has been completely surveyed for historic properties of all types it may require re-investigation if many years have passed since the survey was completed. Such follow-up studies should be based upon previously obtained information, may focus upon filling information gaps, and should consider re-evaluation of properties based upon new information or changed historical understanding.

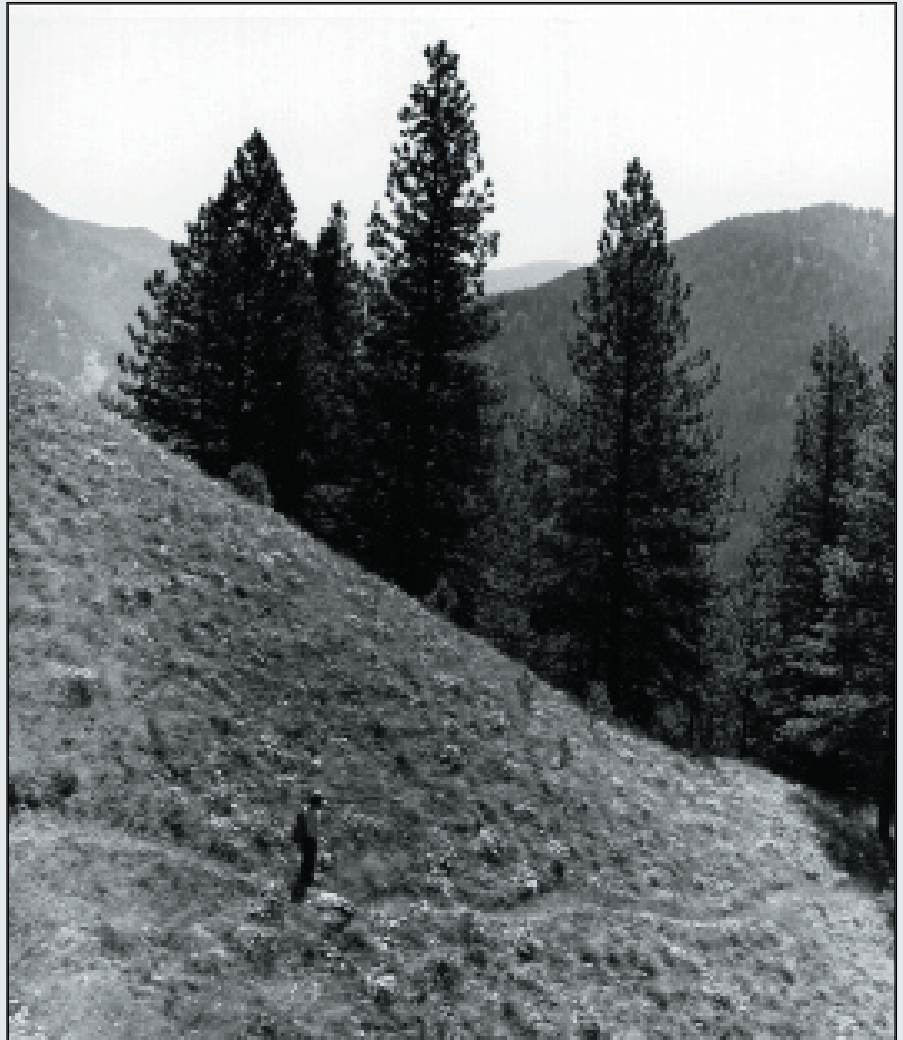
### Standard 3:

**An agency nominates historic properties under the agency's jurisdiction or control to the National Register of Historic Places.**

#### **Old China Trail, Payette National Forest** Warren, Idaho

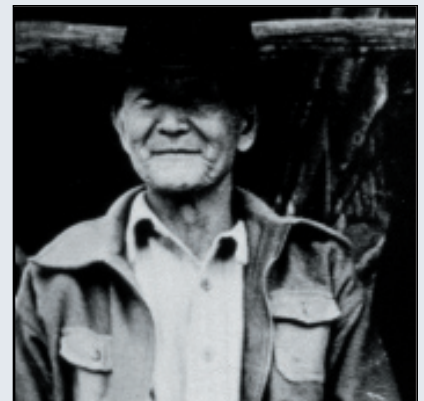
The Old China Trail is one in a group of historic properties in the Payette National Forest, which is associated with the hundreds of Chinese miners who, starting in the 1870s, searched for gold in the Warren Mining District of Idaho. These miners left important archeological evidence of their activities, including terraced gardens and farmed hillsides, occupation sites, and trails that connected these sites. The Old China Trail is a packed dirt trail on a southeast facing ridge of China Mountain. Chinese gardeners constructed the trail to provide access among three terraced garden sites.

Thematically related National Register nominations, known as multiple property nominations, are a hallmark of National Forest Service activity in nominating historic properties on National Forest Service lands to the National Register of Historic Places. Over the past decade, the Forest Service has nominated groups of pre-historic archeological sites, fire lookout towers, Forest Service-constructed buildings, and other historic properties associated with Forest Service management of public lands. National Register documentation allows the Forest Service to avail itself of information necessary for



making sound management decisions. This information also assists the Forest Service with the development of programs and publications that make places like the Chinese Sites in the Warren Mining District an important source of educational experiences for the public.

*Credit: Tom Dureka, courtesy U.S. Forest Service.*



*Nomination of properties to the National Register*

*Design of an appropriate program for National Register nominations*

*Nomination of all properties versus prioritized nominations*

*Nomination priorities: funding potential*

*Nomination priorities: sites of public interest*

*Nomination priorities: transfer of properties out of Federal ownership*

*National repository of information on historic properties*

### **Standard 3**

**An agency nominates historic properties** under the agency's jurisdiction or control to the National Register of Historic Places. [Sec. 110(a)(2)(A)].

### **Guidelines**

**(a) The first step in designing a program for the nomination of historic properties is to determine what role nomination will play in the agency's overall preservation program.**

For example:

(1) An agency that controls relatively few historic properties may find it realistic to nominate them all to the National Register, and then manage them accordingly. An agency with a great many historic properties will need to establish explicit priorities for identifying, nominating, and preserving properties.

(2) Placement on the National Register may help justify budgeting funds for preservation or management of a historic property, so agencies may want to give priority to nominating properties as a first step in upgrading their maintenance and providing for their continued active service in carrying out agency programs. Further, development of National Register-level documentation provides information on the property that will assist the agency in its subsequent property management decisions.

(3) An agency with an excellent internal program for identifying and preserving historic properties may find that other determinants, such as whether a property is to be managed and interpreted as a site of public interest, are more useful in establishing nomination priorities.

(4) An agency that regularly transfers property out of Federal ownership may find it useful to give higher priority to nominating properties to be transferred, at the expense of other properties, in those cases where placement on the National Register may make preservation more likely once a property is no longer under Federal management.

**(b) Beyond serving the agency's own internal management needs, the National Register is the Nation's formal repository of information on historic properties.** To the extent that the National Register is incomplete, its usefulness as

*Secretary's standards and guidelines for registration of historic properties*

a planning and educational tool is diminished. Consequently, an agency should generally strive to nominate the historic properties under its jurisdiction or control to the National Register.

(c) **The Secretary of the Interior already has in place standards and guidelines for registration of historic properties** [in *The Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation* (48 FR 44726–44728)] that detail the process that should be followed in formally recognizing historic properties as significant. These standards and guidelines, along with the *Guidelines for Completing National Register of Historic Places Forms*, provide guidance on completing National Register nomination forms. National Register regulations (36 CFR Part 60) set forth the nomination process.

## Standard 4:

**An agency gives historic properties full consideration when planning or considering approval of any action that might affect such properties.**

### St. Anthony Falls Historic District

#### Minneapolis, Minnesota

Located on the only major waterfall on the Mississippi River, the St. Anthony Falls Historic District in Minneapolis, Minnesota, developed into the nation's greatest waterpower industrial district and the country's leading flour milling center from 1880 to 1930. By the early 1900s through a series of consolidations, three corporations managed 97% of the total flour production. The district was instrumental in the establishment of Minnesota as the state's largest city. By the 1930s, the production of flour shifted to other cities, causing the gradual decline of the area.

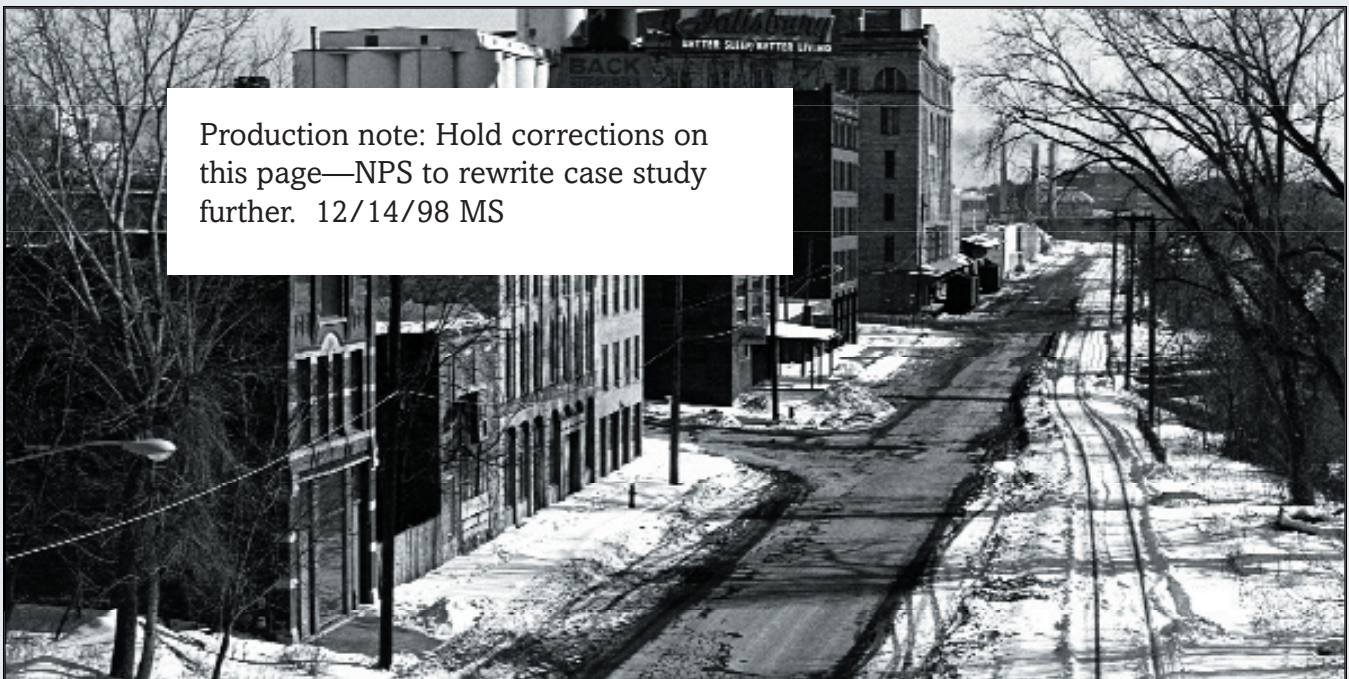
#### The St. Anthony Falls Historic

District was listed in the National Register of Historic Places in 1971 in recognition of its significant role in industrial history. When this photograph was taken in 1971, the historic district contained many abandoned and underutilized warehouses, commercial buildings, and industrial facilities. Additional documentation on the historic district was conducted in the 1980s and early 1990s because when first nominated, the National Register program in Minnesota was just beginning and the district nomination contained only brief information on the boundaries and contributing resources. Since the 1970s, the district has attracted many rehabilitation projects that have injected new residential and commercial uses into the buildings.

The construction of a new Federal Reserve Bank in the early 1990s within the district caused the demolition of several vacant buildings and precipitated the Section 106 review process that focused on the long-term protection and preservation of remaining portions of the district. The Section 106 process ultimately was credited with the creation of a revolving loan fund to assist in preserving historic buildings and the development of a historic preservation plan for the St. Anthony Falls Historic District and the adjacent Minneapolis Warehouse Historic District. This project illustrates the concept of "full consideration" when federal actions affect historic properties.

*Credit: Minnesota Historical Society*

Production note: Hold corrections on this page—NPS to rewrite case study further. 12/14/98 MS



*Standard 4**Planning consideration for properties*

**An agency gives historic properties full consideration** when planning or considering approval of any action that might affect such properties. [Sec. 110(a)(2)(B),(C), and (E), and Sec. 402 (16 U.S.C. 470a–2)].

*Guidelines***All Historic Properties***Agencies must consider effects of their actions on historic properties*

(a) **Each Federal agency has an affirmative responsibility under Section 110 of the National Historic Preservation Act to consider its activities' effects on our Nation's historic properties.** This responsibility extends to a systematic consideration of properties not under the jurisdiction or control of the agency, but potentially affected by agency actions. [Sec. 110(a)(2)(C)].

*Preservation alternatives should be considered early in planning*

(b) **Full consideration of historic properties includes assessment of the widest range of preservation alternatives** early in program or project planning, coordinated to the extent feasible with other kinds of required planning and environmental review.

*Consideration of all kinds of effects*

(c) **Full consideration of historic properties includes consideration of all kinds of effects** on those properties: direct, indirect or secondary, and cumulative effects. Effects may be visual, audible, or atmospheric. Beyond the effects from physical alteration of the resource itself, effects on historic properties may result from changes in such things as local or regional traffic patterns, land use, and living patterns.

*Consideration of the views of others*

(d) **Full consideration of historic properties includes an obligation to solicit and consider the views of others** in planning and carrying out agency preservation activities (See Standard 5 on consultation). [Sec. 110(a)(2)(D)].

*Agency procedures for Section 106 review must be followed*

(e) **Full consideration of historic properties must include development of and adherence to agency procedures for Section 106 review that are consistent with the regulations of the Advisory Council on Historic Preservation,** and, as necessary, with certain provisions of the Native American Graves Protection and Repatriation Act. [Sec. 110(a)(2)(E)(i), (ii), and (iii)].

*What “consistent with Advisory Council regulations” means*

(f) The term “consistent with the regulations issued by the Council” as used in the NHPA means that an agency’s procedures provide for the identification and evaluation of historic properties, the assessment of project and program effects on them, and consultation (specifically including consultation with the State Historic Preservation Officer, Tribal Preservation Officer or other Native American groups where appropriate, and other affected parties) to determine appropriate treatment or mitigation. Such procedures must either adhere to and expand upon the process set out in 36 CFR Part 800, or include modifications or alternatives to that process that have been reviewed and approved by the Council. Implementation of procedures consistent with the Council’s regulations means that those procedures are carried out in a manner consistent with the guidelines for Standard 1 above.

*Avoidance of anticipatory demolition*

(g) **Full consideration of historic properties includes development of procedures to identify, discourage, and guard against “anticipatory demolition” of a historic property** by applicants for Federal assistance or license. Agency procedures should include a system for early warning to applicants and potential applicants that anticipatory demolition of a historic property may result in the loss of Federal assistance, license or permit, or approval for a proposed undertaking. When an historic property is destroyed or irreparably harmed with the express purpose of circumventing or preordaining the outcome of Section 106 review (e.g., demolition or removal of all or part of the property) prior to application for Federal funding, a Federal license, permit, or loan guarantee, the agency considering that application is required by Section 110(k) to withhold the assistance sought, unless the agency, after consultation with the Council, determines and documents that “circumstances justify granting such assistance despite the adverse effect created or permitted by the applicant.” [Sec. 110(k)].

*Disposition of human remains and cultural items*

(h) **Agency preservation procedures for Section 106 compliance must provide for the disposition of Native American, Alaskan, and Hawaiian human remains and cultural items** from Federal or tribal land consistent with section 3(c) of the Native American Graves Protection and Repatriation Act of 1990 (NAGPRA). [Sec. 110(2)(E)(iii)]. The applicable NAGPRA sections on disposition [sections 3(c)(3) and 3(a) and (b)] vest “ownership and right of control” according to a hierarchy of relationships

to the cultural items. See NAGPRA [25 U.S.C. 3002(c)] and the Department of Interior's regulations implementing this Act (43 CFR part 10) for detailed information.

*Absent a Section 106 MOA,  
final decisions must be made  
by the agency head*

(i) **In those cases where consultation pursuant to Section 106 does not produce a Memorandum of Agreement (MOA)** governing how an agency will “take into account” the adverse effects of its undertaking on historic properties, **Section 110(l) requires that the final decision(s), reached after consideration of the Council's comments, be made by the agency head** and not by any subordinate official, that it be explicit and informed, and that it be a part of the public record available for review. [Sec. 110(l)].

### National Historic Landmarks

*Higher standard of care for NHLs*

(j) National Historic Landmarks (NHL) are designated by the Secretary under the authority of the Historic Sites Act of 1935, which authorizes the Secretary to identify historic and archeological sites, buildings, and objects which “possess exceptional value as commemorating or illustrating the history of the United States.” **Section 110(f) of the NHPA requires that Federal agencies exercise a higher standard of care when considering undertakings that may directly and adversely affect NHLs.** The law requires that agencies, “to the maximum extent possible, undertake such planning and actions as may be necessary to minimize harm to such landmark.” In those cases when an agency's undertaking directly and adversely affects an NHL, or when Federal permits, licenses, grants, and other programs and projects under its jurisdiction or carried out by a State or local government pursuant to a Federal delegation or approval so affect an NHL, the agency should consider all prudent and feasible alternatives to avoid an adverse effect on the NHL. [Sec. 110(a)(2)(B) and Sec. 110(f)].

*Balance of goals  
with the intent of Section 110*

(k) **Where such alternatives appear to require undue cost or to compromise the undertaking's goals and objectives, the agency must balance those goals and objectives with the intent of Section 110(f).** In doing so, the agency should consider:

*Balance of goals:  
magnitude of harm*

(1) the magnitude of the undertaking's harm to the historical, archeological and cultural qualities of the NHL;

*Balance of goals:  
magnitude of public interest*

(2) the public interest in the NHL and in the undertaking as proposed, and,

*Balance of goals:  
effect of mitigation actions*

*Advisory Council must be consulted  
about adverse effects on NHLs;  
Council must notify the Secretary*

*Agency preservation program should  
apply to World Heritage Sites and  
foreign equivalents of National Register  
properties*

*Appropriate expertise should be assigned  
to managing foreign historic properties*

*Consultation with host country's historic  
preservation authorities and others*

(3) the effect a mitigation action would have on meeting the goals and objectives of the undertaking.

(l) The Advisory Council's regulations implementing Section 106 include specific provisions that also implement Section 110(f). These regulations require that **the Council must be included in any consultation following a determination by the Federal agency that a Federal or federally assisted undertaking will have an adverse effect on an NHL**. The Council must notify the Secretary and may request the Secretary to provide a report to the Council detailing the significance of the affected NHL under section 213 of the NHPA and recommending measures to avoid, minimize or mitigate adverse effects. The Council shall report the outcome of the Section 106 process to the Secretary and the head of the agency responsible for the undertaking.

### Foreign Historic Properties

(m) In accordance with section 402 of the National Historic Preservation Act Amendments of 1980 (P.L. 96-515) and with Executive Order 12114 (issued January 4, 1979), the agency's preservation program should ensure that, **when carrying out work in other countries, the agency will consider the effects of such actions on historic properties**, including World Heritage Sites and properties that are eligible for inclusion in the host country's equivalent of the National Register.

(n) The agency's preservation program should ensure that those agency officials, contractors, and other parties responsible for implementing section 402 of the NHPA (16 U.S.C. 470a-z) and Executive Order 12114 have access to personnel with appropriate levels and kinds of professional expertise in historic preservation to identify and assist in the management of such properties.

(o) **Efforts to identify and consider effects on historic properties in other countries should be carried out in consultation with the host country's historic preservation authorities**, with affected communities and groups, and with relevant professional organizations.

## Standard 5:

**An agency consults with knowledgeable and concerned parties outside the agency about its historic preservation related activities.**

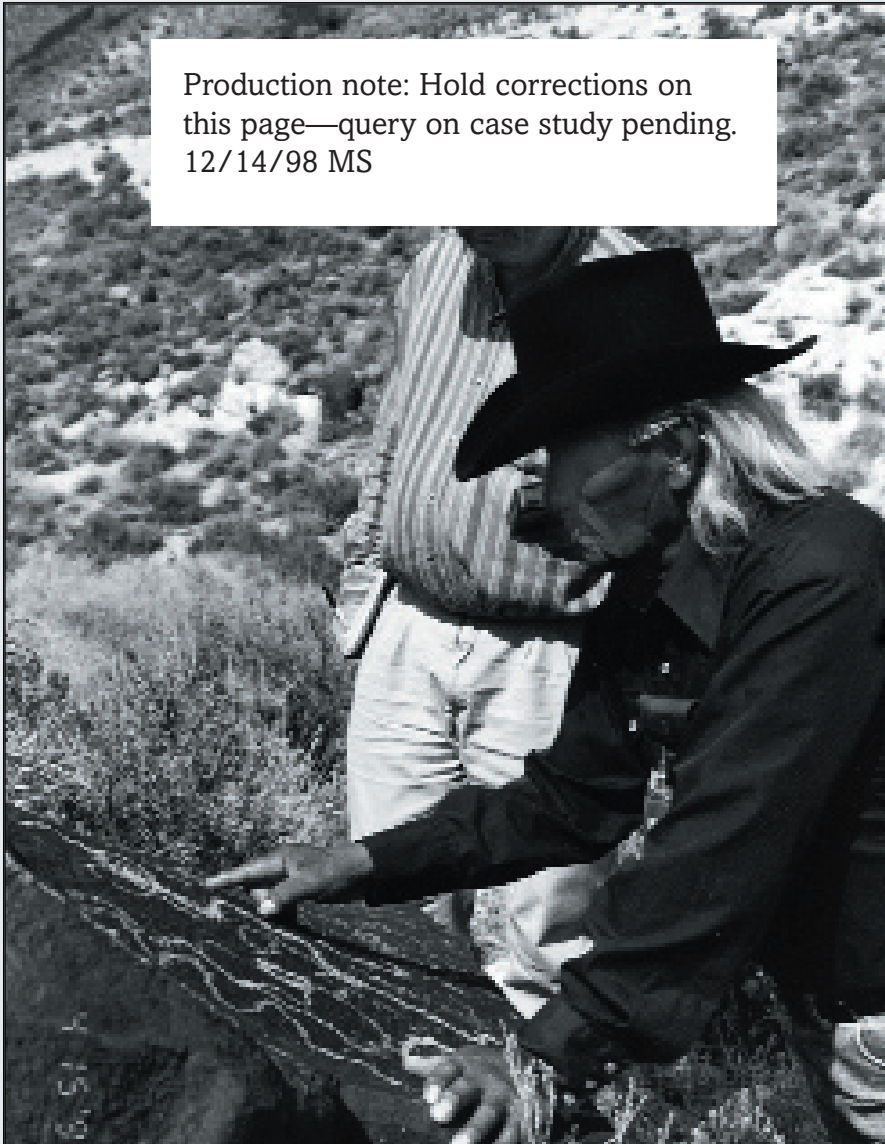
### **Nevada Test Site Cultural Resources Program**

The Department of Energy pioneered one of the most comprehensive American Indian consultation programs in the country with its Nevada Test Site Cultural Resources

Program. Developed by the DOE's Nevada Operations Office, the program focused on the use of the Nevada Test Site that was used to test nuclear weapons during the Cold War. In the late 1980s, the DOE met with tribal groups that had historic and current cultural ties to the lands. The tribal representatives coalesced into a group and

established the Consolidated Group of Tribes and Organizations. CGTO spoke with a coordinated voice in consulting with the DOE and subsequently formed specialized task groups or subgroups. CGTO worked with the DOE on establishing appropriate approaches to the treatment of places and objects important to the tribes.

Production note: Hold corrections on this page—query on case study pending.  
12/14/98 MS



In developing a process of field-based consultation with the full participation of tribal elders, the DOE created a system of consistency, commitment, and mutual trust. With the success of this model, the DOE is initiating other American Indian consultation programs modeled after the Nevada Test Site Cultural Resources Program. The DOE model is an example of meeting not only the letter, but also the spirit of the standard on consulting with knowledgeable and concerned parties outside the agency.

Credit for the consultation work includes the DOE/ Nevada Operations Office, the Desert Research Institute, the Bureau of Applied Research in Anthropology at the University of Arizona (Richard Stoffle, Maria Nieves Zedeno, Diane Austin, and David Halmo), and the CGTO, which represents 17 American Indian tribal governments and organizations.

*Credit: Richard Stoffle, Bureau of Applied Research in Anthropology, University of Arizona.*

**Standard 5***Agency consultation with outside parties*

**An agency consults with knowledgeable and concerned parties** outside the agency about its historic preservation related activities. [Sections 110(a)(2)(D) and (E)(ii)].

**Guidelines****Consultation General Principles***What consultation means*

(a) **Consultation means the process of seeking, discussing, and considering the views of others, and, where feasible, seeking agreement with them** on how historic properties should be identified, considered, and managed. Consultation is built upon the exchange of ideas, not simply providing information. Whether consulting on a specific project or on broader agency programs, the agency should:

*Goals of consultation*

- (1) make its interests and constraints clear at the beginning;
- (2) make clear any rules, processes, or schedules applicable to the consultation;
- (3) acknowledge others' interests and seek to understand them;
- (4) develop and consider a full range of options; and,
- (5) try to identify solutions that will leave all parties satisfied.

*Consultation requires ongoing communication efforts*

(b) **Consultation should include broad efforts to maintain ongoing communication with all those public and private entities** that are interested in or affected by the agency's activities and should not be limited to the consideration of specific projects.

*Consultation should occur early in project planning*

(c) **Consultation should be undertaken early in the planning stage** of any Federal action that might affect historic properties. Although time limits may be necessary on specific transactions carried out in the course of consultation (e.g., the time allowed to respond to an inquiry), there should be no hard-and-fast time limit on consultation overall. Consultation on a specific undertaking should proceed until agreement is reached or until it becomes clear to the agency that agreement cannot be reached.

*Consultation should always include all affected parties*

(d) While specific consultation requirements and procedures will vary among agencies depending on their missions and programs,

the nature of historic properties that might be affected, and other factors, **consultation should always include all affected parties**. Section 110(a)(2)(D) specifies that an agency's preservation-related activities be carried out in consultation with other Federal, State, and local agencies, Indian tribes, Native Hawaiian organizations, and the private sector. Section 110(a)(2)(E)(ii) requires an agency's procedures for compliance with Section 106 to provide a process for the identification and evaluation of historic properties and the development and implementation of agreements, in consultation with SHPOs, local governments, Indian tribes, Native Hawaiian organizations, and the interested public, as appropriate. In addition to having a formal role under the Act, SHPOs and Tribal Preservation Officers can assist in identifying other parties with interests, as well as sources of information.

*Agency must issue timely project information about effects on historic properties*

(e) **The agency needs to inform other agencies, organizations, and the public in a timely manner** about its projects and programs, and about the possibility of impacts on historic resources of interest to them. However, the agency cannot force a group to express its views, or participate in the consultation. These groups also bear a responsibility, once they have been made aware that a Federal agency is interested in their views, to provide them in a suitable format and in a timely fashion.

*Confidentiality regarding sensitive historic resources*

(f) **Agency efforts to inform the public about its projects and programs and about the possibility of impacts on historic resources must be carried out in a manner consistent with the provisions of section 304 of the Act**, which calls for withholding from disclosure to the public information on the location, character, or ownership of a historic resource where such disclosure may:

- (1) cause a significant invasion of privacy;
- (2) risk harm to the historic resource; or,
- (3) impede the use of a traditional religious site by practitioners.

### **Consultation with Native Americans**

*Consultation with Native Americans and Native Hawaiians is mandated*

(g) **Inclusion of Indian tribes and Native Hawaiian organizations in the consultation process is imperative and is specifically mandated by the Act** [Sec. 110(a)(2)(D)]:

*Traditional religious and cultural properties may be National Register-eligible*

(1) **properties with traditional religious and cultural importance to Native American and Native Hawaiian groups may be eligible for the National Register**; such properties must be considered, and the appropriate Native American and/or Native Hawaiian groups must be consulted in project and program planning through the Section 106 review process [see NHPA Sec. 101(d)(6)(A and B)];

*Indian tribes may assume SHPO responsibilities*

(2) **Section 101(d)(2) of the Act provides that Indian tribes may assume State Historic Preservation Officer responsibilities** on tribal lands, when approved to do so by the Secretary of the Interior. In those cases where a tribe has assumed such responsibilities on tribal lands, a Federal agency must consult with the tribe instead of the SHPO, in order to meet agency responsibilities for consultation pursuant to the Act;

*Consultation about human remains and cultural items per NAGPRA*

(3) **the Native American Graves Protection and Repatriation Act of 1990 (NAGPRA) establishes consultation requirements** (43 CFR Part 10) that may affect or be affected by consultation pursuant to Section 106 of the NHPA concerning activities on Federal and Tribal lands that could affect human remains and cultural items. The Archaeological Resources Protection Act of 1979 and its uniform regulations also require consultation with tribes and provide a formal process of notification (16 U.S.C. 470cc-dd);

*Agency Section 106 compliance must also comply with NAGPRA*

(4) **Section 110 requires that an agency's efforts to comply with Section 106 must also be consistent with the requirements of section 3(c) of NAGPRA** concerning the disposition of human remains and Native American cultural items from Federal and tribal lands.

*Special communication efforts to accommodate differing cultures*

(h) **Where those consulted do not routinely or customarily participate in traditional governmental means of consultation** (e.g., through public meetings, exchanges of correspondence), **reasonable efforts should be made** to accommodate their cultural values and modes of communication.

## Standard 6:

**An agency manages and maintains historic properties under its jurisdiction or control in a manner that considers the preservation of their historic, archeological, and cultural values.**

### **Hot Springs National Park** Hot Springs, Arkansas

The federal government established Hot Springs Reservation in 1832 to protect the area's hot springs for future generations. The reservation was changed to national park status in 1921. Today, the major cultural features of the national park are the eight bathhouses constructed on Bathhouse Row. The bathhouses, the largest grouping of such buildings in the nation, were constructed between 1911 and 1922 and contain an array of impressive architectural styles. With the advent of modern medicine, the popularity of the baths has declined and most of the bathhouses have closed, but tens of thousands still visit the national park to bathe in the waters for therapeutic or recreational reasons or to view the bathhouses. In recognition of the architectural significance of the bathhouses and their large contribution to the popularity of the nation's spa movement in the 19th and 20th centuries, Bath-house Row was designated a National Historic Landmark in 1987.

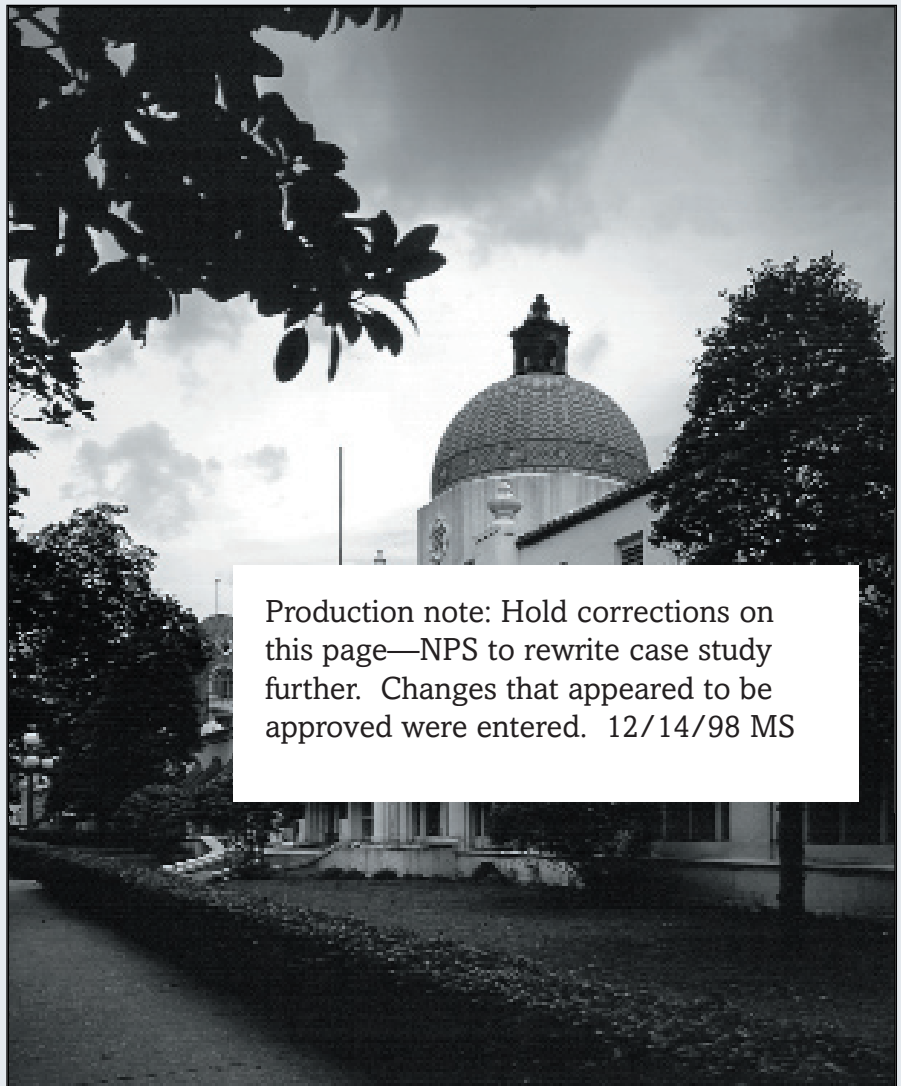
Pictured in this panel is the Quapaw Bathhouse, also known as Health Services, Inc., which is one of eight bathhouses that make up Bathhouse Row, the significant cultural landscape within Hot Springs National Park in Hot Springs, Arkansas. The Quapaw's impressive multi-colored, ceramic tiled dome dis-

tinguishes its basically Spanish architectural style. Today, the structure is vacant and is undergoing exterior rehabilitation.

As the nation's foremost conservation and preservation organization, the National Park Service exemplifies the standard that calls for federal agencies to retain historic buildings and structures in their traditional uses. As one of nearly 380 units

of the National Park System, Hot Springs National Park continues to provide both hot spring water and baths and for public enjoyment of the property.

*Credit: Jack E. Boucher, Historic American Buildings Survey, National Park Service*



Production note: Hold corrections on this page—NPS to rewrite case study further. Changes that appeared to be approved were entered. 12/14/98 MS

*Standard 6**Consideration of preservation values*

**An agency manages and maintains historic properties** under its jurisdiction or control in a manner that considers the preservation of their historic, architectural, archeological, and cultural values. [Sec. 110(a)(1), Sec. 110 (a)(2)(B), Sec. 110(b)].

*Guidelines**What “historic properties” include*

(a) Historic properties include any prehistoric or historic districts, sites, buildings, structures, or objects listed in, or eligible for inclusion in, the National Register of Historic Places, including artifacts, records, and material remains related to such properties. To the extent feasible, as part of its property management program, **the agency should endeavor to retain historic buildings and structures in their traditional uses and to maintain significant archeological sites and landscapes in their undisturbed condition.** [See *Secretary of the Interior’s Standards for the Treatment of Historic Properties* (36 CFR Part 68), and *Guidelines for Preserving, Rehabilitating, Restoring & Reconstructing Historic Buildings and Guidelines for the Treatment of Historic Landscapes.*]

*Adaptive uses for historic properties to enable preservation*

(b) **Where it is no longer feasible to continue the traditional use of a historic structure or to maintain a significant archeological site or cultural landscape in undisturbed condition, the agency should consider an adaptive use that is compatible with the historic property.** Adaptive use proposals must be reviewed in accordance with Section 106 of the Act. The agency should consider as wide a range of adaptive use options as is feasible given its own management needs, cost factors, and the needs of preservation. A use that severely damages or destroys a historic property is not consistent with the Section 110(a)(1) requirement to preserve historic properties in accordance with the professional standards established pursuant to section 101(g) of the Act.

*Modification of historic properties to enable contemporary use*

(c) **Where modification of a historic property is required to allow it to meet contemporary needs and requirements, the agency should ensure that *The Secretary of the Interior’s Standards for the Treatment of Historic Properties* and its accompanying guidelines are followed.** Agencies are authorized and directed by Section 110(a)(1) to carry out (or cause a lessee or concessioner to carry out) whatever preservation work

is necessary (e.g., rehabilitation or documentation) in preparation for use. Proposals to modify historic properties must be reviewed in accordance with Section 106 of the Act. When such modification requires disturbance of the earth, and it is not feasible to avoid and protect significant archeological resources, the archeological resources should be excavated and the data recovered. Excavations should focus on areas that will be disturbed during the project, but overall excavation efforts should be governed by a research design intended to recover significant data contained in the site. Doing so may require excavation of adjacent deposits of the site. All archeological work should conform to *The Secretary of the Interior's Standards for Archeological Documentation*. Under section 101(a)(7)(A) and Section 110, agencies are also responsible for ensuring that prehistoric and historic material remains and associated records recovered in conjunction with projects and programs are deposited in repositories capable of providing adequate long-term curatorial services (see 36 CFR Part 79). Additional requirements for the management and ongoing care of archeological resources may be found in the Antiquities Act (16 U.S.C. 431–433) and the Archaeological Resources Protection Act (16 U.S.C. 470aa–mm), and their attendant regulations.

*Preservation of yet unlisted properties*

(d) **Until and unless decisions are made to manage them in some other manner, historic properties, and properties not yet formally evaluated that may meet the criteria for inclusion in the National Register, should be maintained** so that their preservation is ensured through adherence to *The Secretary of the Interior's Standards for the Treatment of Historic Properties*.

*Consideration of preservation costs*

(e) **The relative cost of various management strategies** for a historic structure, ranging from full restoration, to rehabilitation and adaptive use to demolition and replacement with a modern building, **should be carefully and objectively considered**, with reference to the pertinent requirements of Executive Order 11912, as amended, to the pertinent criteria established in OMB Circular A-94, and to the pertinent principles and methods set forth in the *National Bureau of Standards Life-Cycle Costing Manual (NBS Handbook 135)*.

*Both long-term and short-term costs should be considered*

(f) **Applicable long- and short-term costs should be carefully considered as part of any cost analysis.** It is often the case that the short-term costs of preserving and rehabilitating a historic structure are balanced by long-term savings in maintenance or

*Historic properties infeasible for  
preservation*

replacement; on the other hand, failure to perform needed cyclic maintenance may shorten the life of a building and decrease the value of investment in its rehabilitation.

**(g) Where it is not feasible to maintain a historic property, or to rehabilitate it for contemporary use, the agency may elect to modify it in ways that are inconsistent with the Secretary's Standards for Rehabilitation, allow it to deteriorate, or demolish it.** However, the decision to act or not act to preserve and maintain historic properties should be an explicit one, reached following appropriate consultation within the Section 106 review process and in relation to other management needs.

*Recordation of properties  
infeasible for preservation*

**(h) Where the agency determines in accordance with Section 106 that maintaining or rehabilitating a historic property for contemporary use in accordance with the Secretary's Standards is not feasible, the agency must provide for appropriate recording** of the historic property in accordance with Section 110(b) before it is altered, allowed to deteriorate, or demolished.

**Standard 7:**  
**An agency gives priority to the use of historic properties**  
**in carrying out agency missions.**

**Stegmaier Brewery**  
Wilkes-Barre,  
Pennsylvania

Constructed in 1907 in Wilkes-Barre, Pennsylvania, the Stegmaier Brewery building and the surrounding complex continue to serve as a dynamic symbol of the city's industrial heritage. Located in a prime downtown location, the brewery buildings deteriorated during the 1970s. The city purchased the building in 1979 and considered demolishing it. Instead, the building became a symbol of urban revitalization where a formerly derelict industrial

building was turned into a commercial success and transformed the area around it.

Rather than accept imminent demolition, local citizens sought support for the building's preservation and succeeded in persuading the federal government to take an interest in the property. The General Services Administration (GSA) and the U.S. Postal Service agreed to lease space in the rehabilitated building. By 1997, federal agencies moved into the building, thereby supporting the federal government's objectives of housing employees in first class office space, maximizing the value of an existing historic

asset, and contributing to a major redevelopment project to the community.

The Stegmaier Brewery project exemplifies GSA's mission to improve the effectiveness of the federal government by ensuring quality work environments for its employees. GSA gives first preference to historic properties by offering a 10% price preference to offers in historic buildings. With projects like the Stegmaier Brewery building, GSA exemplifies the standard of giving priority to historic properties to carry out agency missions.

*Credit: General Services Administration*



*Standard 7**Priority use of historic properties*

**An agency gives priority to the use of historic properties** in carrying out agency missions. [Sec. 110(a)(1)].

*Guidelines**Integration of properties into agency activities*

(a) **For the most part, use of historic properties involves the integration of those properties into the activities directly associated with the agency's mission.** However, the agency should also be open to the possibility of other uses, such as the use of traditional sacred sites or plant gathering areas by Native Americans, or use of an archeological site as a public interpretive facility.

*Property inventory should note current use and condition*

(b) **An agency with historic properties under its jurisdiction and control should maintain an inventory of those properties that notes the current use and condition of each property.** The agency should provide for regular inspection of the properties and an adequate budget for their appropriate maintenance.

*Section 110 applies to properties available to an agency*

(c) **Section 110(a)(1) applies not only to historic properties under an agency's ownership or control, but to other historic properties available to an agency.** An agency that requires the use of non-Federal property is required to give priority to the use of historic properties. In such cases the agency should notify potential private-sector offerors of this priority and, if feasible, offer incentives to help ensure that historic properties will be offered.

*Agencies should encourage their grantees to use historic properties*

(d) Where an agency carries out its mission through the award of grant funds for specific activities, and where those activities will inevitably affect historic properties, **the agency should, to the extent feasible, design its grants programs so as to encourage grantees to retain and make appropriate use of historic properties** in carrying out grant-funded activities.

*Agencies should consider leases, exchanges, and management agreements*

(e) As provided for in section 111 of the Act, **the agency should consider leases, exchanges, and management agreements** with other parties as a means of providing for the continuing or adaptive use of historic properties.

*National Register-eligible surplus properties can be transferred to non-Federal government units*

(f) **Surplus properties that are listed in or have been formally determined eligible for the National Register can be transferred** to State, tribal, and local governments for historic

preservation purposes through the Historic Surplus Property Program. Additionally, properties or portions of surplus properties may be made available to States or local agencies at no cost for parks and recreation through application to the Federal Lands-to-Parks Program. Contact the NPS's Heritage Preservation Services Division or its Recreation Resources Assistance Division in Washington, D.C., for more information on these programs.

*Use of historic properties is not required  
if economically infeasible*

(g) **The use of historic properties is not mandated where it can be demonstrated to be economically infeasible**, or where historic properties will not serve the agency's requirements. The agency's responsibility is to balance the needs of the agency mission, the public interest in protecting historic properties, the costs of preservation, and other relevant public interest factors in making such decisions.

## Definitions

### Definitions

(a) **The Act** or **NHPA** means the National Historic Preservation Act of 1966, as amended, 16 U.S.C. 470 et seq.

(b) **Advisory Council** or **Council** means the agency, fully titled the Advisory Council on Historic Preservation, established pursuant to section 201 of Title II of the NHPA, that is to be afforded a reasonable opportunity under Section 106 and Section 110(f) of the NHPA to comment with regard to proposed undertakings, as defined in section 301(7) of the NHPA; that reviews Federal programs pursuant to section 202(a)(6) of the NHPA; and with whose regulations outlining the procedures for complying with the requirements of Section 106 of the NHPA ("Protection of Historic Properties," found at 36 CFR Part 800) in accordance with Section 110(a)(2)(E)(i), other Federal agencies' procedures for compliance with Section 106 must be consistent.

(c) **Agency Head** means the individual Departmental Secretary, Executive Director or Administrator of an agency, as defined in the Council's regulations (36 CFR Part 800).

(d) **Cultural items** is defined in the Native American Graves Protection and Repatriation Act of 1990 [NAGPRA, 25 U.S.C 3002(c)]. It includes human remains; associated and unassociated funerary objects (consisting of items intentionally placed with the body in a grave, including those not in possession of a Federal agency); sacred objects, ceremonial objects important to the practice of Native American traditional religions; and objects of cultural patrimony, those items having historical, traditional, or cultural importance to Indian tribes themselves. For a complete definition see section 2(3)(A)–(D) of NAGPRA, and the Department of Interior's regulations implementing the provisions of the Act at 43 CFR Part 10.

(e) **Historic property** or **historic resource** is defined at section 301(5) of the NHPA and means any prehistoric or historic district, site, building, structure, landscape, or object included in, or eligible for inclusion in the National Register, including artifacts, records, and material remains related to such a property or resource. Section 101(d)(6)(A) of the National Historic Preservation Act provides that properties of traditional religious and cultural importance to an Indian tribe or Native Hawaiian organization may be determined to be eligible for inclusion on the National Register.

(f) **Historic resource** (see definition for “historic property”).

(g) **Indian tribe** or **tribe** is defined at section 301(4) of the NHPA and means an Indian tribe, band, nation, or other organized group or community, including a Native village, Regional Corporation or Village Corporation, as those terms are defined in section 3 of the Alaska Native Claims Settlement Act (43 U.S.C. 1602), which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians. The Secretary of the Interior is responsible for determining an Indian tribe’s eligibility for those special programs and services.

(h) **Memorandum of Agreement** means the document that records the terms and conditions which have been agreed upon to resolve the adverse effects of an undertaking upon historic properties.

(i) **National Register** is defined at section 301(6) of the NHPA and means the list of districts, sites, buildings, structures, and objects significant in American history, architecture, archeology, engineering, and culture established under section 101 of the NHPA and maintained by the Secretary of the Interior and fully titled the “National Register of Historic Places.”

(j) **Native Hawaiian** is defined in the NHPA at section 301(17) and means any individual who is a descendant of the aboriginal people who, prior to 1778, occupied and exercised sovereignty in the area that now constitutes the State of Hawaii.

(k) **Native Hawaiian organization** as defined at section 301(18) of the NHPA means any organization which—

- (1) serves and represents the interests of Native Hawaiians;
  - (2) has as a primary and stated purpose the provision of services to Native Hawaiians; and,
  - (3) has demonstrated expertise in aspects of historic preservation that are culturally significant to Native Hawaiians. The term includes, but is not limited to, the Office of Hawaiian Affairs of the State of Hawaii and Hui Malama I Na Kapuna O Hawai’i Nei, an organization incorporated under the laws of the State of Hawaii.
- (l) **Preservation** or **historic preservation** as defined in the NHPA at section 301(8) includes identification, evaluation, recor-

dation, documentation, curation, acquisition, protection, management, rehabilitation, restoration, stabilization, maintenance, research, interpretation, conservation, and education and training regarding the foregoing activities or any combination of the foregoing activities.

(m) **Preservation Officer** means the individual in the agency responsible for managing the agency's historic preservation program and coordinating all preservation activities. All federal agencies are required to appoint a Preservation Officer under Section 110(c) of the National Historic Preservation Act (unless specifically exempted under section 214 of the NHPA). The Preservation Officer and the Agency Head are not necessarily one and the same individual.

(n) **Secretary** is defined at section 301(11) of the NHPA and means the Secretary of the Interior acting through the Director of the National Park Service, except where otherwise specified.

(o) **Secretary's Standards** means *The Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation* (available from the National Park Service), the project and program standards and guidelines for implementing the NHPA. They are technical guidance concerning archeological and historic preservation activities and methods. The complete *Secretary's Standards* currently address each of the following activities: *Preservation Planning, Identification, Evaluation, Registration, Historical Documentation, Architectural and Engineering Documentation, Archeological Documentation, Treatment of Historic Properties* (including Rehabilitation), and *Professional Qualifications*.

(p) **State Historic Preservation Officer (SHPO)** means the official appointed or designated pursuant to section 101(b)(1) of the NHPA to administer the State historic preservation program or a representative designated to act for the SHPO.

(q) **Traditional Cultural Property** is defined as a property that is associated with cultural practices or beliefs of a living community that (1) are rooted in that community's history, and (2) are important in maintaining the continuing cultural identity of the community. Readers should refer to *National Register Bulletin 38: Guidelines for Evaluating and Documenting Traditional Cultural Properties* (available from the National Park Service) for more information.

(r) **Tribal Preservation Officer** or **Tribal Historic Preservation Officer** means the official appointed or designated by the Tribe to carry out the historic preservation program responsibilities that the Tribe has assumed pursuant to section 101(d) of the NHPA.

(s) **Tribal lands** is defined at section 301(14) of the NHPA and means—

(1) all lands within the exterior boundaries of any Indian reservation; and,

(2) all dependent Indian communities.

(t) **Undertaking** as defined in the NHPA at section 301(7) means a project, activity, or program funded in whole or in part under the direct or indirect jurisdiction of a Federal agency, including—

(1) those carried out by or on behalf of the agency;

(2) those carried out with Federal financial assistance;

(3) those requiring a Federal permit, license, or approval; and,

(4) those subject to State or local regulation administered pursuant to a delegation or approval by a Federal agency.

*Appendix A*

**Federal Agency Actions  
Mandated by the  
National Historic Preservation Act  
as amended through 1992**

Listed below are the various sections of the National Historic Preservation Act of 1966 (NHPA) as amended through 1992 that pertain to Federal Agencies. The term “shall” has been highlighted in an attempt to identify all requirements of federal preservation, regardless as to whether they are directed at the regulated or regulator.

**Section 1 (16 U.S.C. 470)***Purpose of the Act*

(b) The Congress finds and declares that—

(1) the spirit and direction of the Nation are founded upon and reflected in its historic heritage;

(2) the historical and cultural foundations of the Nation should be preserved as a living part of our community life and development in order to give a sense of orientation to the American people;

(3) historic properties significant to the Nation’s heritage are being lost or substantially altered, often inadvertently, with increasing frequency;

(4) the preservation of this irreplaceable heritage is in the public interest so that its vital legacy of cultural, educational, esthetic, inspirational, economic, and energy benefits will be maintained and enriched for future generations of Americans;

(5) in the face of ever-increasing extensions of urban centers, highways, and residential, commercial, and industrial developments, the present governmental and nongovernmental historic preservation programs and activities are inadequate to ensure future generations a genuine opportunity to appreciate and enjoy the rich heritage of our Nation;

(6) the increased knowledge of our historic resources, the establishment of better means of identifying and administering them, and the encouragement of their preservation will improve the planning and execution of Federal and federally assisted projects and will assist economic growth and development; and

(7) although the major burdens of historic preservation have been borne and major efforts initiated by private agencies and individuals, and both should continue to play a vital role, it is nevertheless necessary and appropriate for the Federal Government to accelerate its historic preservation programs and activities, to give maximum encouragement to agencies and individuals undertaking preservation by private means, and to assist State and local governments and the National Trust for Historic Preservation in the United States to expand and accelerate their historic preservation programs and activities.

### **Section 2 (16 U.S.C. 470–1)**

*Declaration of policy of  
Federal Government*

It shall be the policy of the Federal Government, in cooperation with other nations and in partnership with the States, local governments, Indian tribes, and private organization and individuals to—

(1) use measures, including financial and technical assistance, to foster conditions under which our modern society and our prehistoric and historic resources can exist in productive harmony and fulfill the social, economic, and other requirements of present and future generations;

(2) provide leadership in the preservation of the prehistoric and historic resources of the United States and of the international community of nations and in the administration of the national preservation program in partnership with States, Indian tribes, Native Hawaiians, and local governments;

(3) administer federally owned, administered, or controlled prehistoric and historic resources in a spirit of stewardship for the inspiration and benefit of present and future generations;

(4) contribute to the preservation of nonfederally owned prehistoric and historic resources and give maximum encouragement to organization and individuals undertaking preservation by private means;

(5) encourage the public and private preservation and utilization of all usable elements of the Nation's historic build environment; and

(6) assist State and local governments, Indian tribes and Native Hawaiian organizations and the National Trust for Historic Preservation in the United States to expand and accelerate their historic preservation programs and activities.

*Section 106 review and religious and cultural properties*

### **Section 101 (16 U.S.C. 470a)**

(d)(6)(B) In carrying out its responsibilities under Section 106, a Federal agency shall consult with any Indian tribe or Native Hawaiian organization that attaches religious and cultural significance to properties described in subparagraph (A).

*Advisory Council on Historic Preservation, comment on Federal undertakings*

### **Section 106 (16 U.S.C. 470f)**

The head of any Federal agency having direct or indirect jurisdiction over a proposed Federal or federally assisted undertaking in any State and the head of any Federal department or independent agency having authority to license any undertaking shall, prior to the approval of the expenditure of any Federal funds on the undertaking or prior to the issuance of any license, as the case may be, take into account the effect of the undertaking on any district, site, building, structure, or object that is included in or eligible for inclusion in the National Register. The head of any such Federal agency shall afford the Advisory Council on Historic Preservation established under Title II of this Act a reasonable opportunity to comment with regard to such undertaking.

*Federal agencies' responsibility to preserve and use historic buildings*

### **Section 110 (16 U.S.C. 470h-2)**

(a)(1) The heads of all Federal agencies shall assume responsibility for the preservation of historic properties which are owned or controlled by such agency. Prior to acquiring, constructing, or leasing buildings for purposes of carrying out agency responsibilities, each Federal agency shall use, to the maximum extent feasible, historic properties available to the agency. Each agency shall undertake, consistent with the preservation of such properties and the mission of the agency and the professional standards established pursuant to section 101(g), any preservation, as may be necessary to carry out this section.

*Protection and nomination to the National Register of Historic Places*

(2) Each Federal agency shall establish (unless exempted pursuant to section 214), in consultation with the Secretary, a preservation program for the identification, evaluation, and nomination to the National Register of Historic Places, and protection of historic properties. Such program shall ensure—

(A) that historic properties under the jurisdiction or control of the agency, are identified, evaluated, and nominated to the National Register;

(B) that such properties under the jurisdiction or control of the agency as are listed in or may be eligible for the National Register are managed and maintained in a way that considers the preservation of their historic, archaeological, architectural, and cultural values in compliance with Section 106 and gives special consideration to the preservation of such values in the case of properties designated as having National significance;

*Potentially affected historic properties*

(C) that the preservation of properties not under the jurisdiction or control of the agency, but subject to be potentially affected by agency actions are given full consideration in planning,

*Consultation over preservation-related activities*

(D) that the agency's preservation-related activities are carried out in consultation with other Federal, State, and local agencies, Indian tribes, Native Hawaiian organizations carrying out historic preservation planning activities, and with the private sector; and

*Compliance with Section 106*

(E) that the agency's procedures for compliance with Section 106—

(i) are consistent with regulations issued by the Council pursuant to section 211;

(ii) provide a process for the identification and evaluation of historic properties for listing in the National Register and the development and implementation of agreements, in consultation with State Historic Preservation Officers, local governments, Indian tribes, Native Hawaiian organizations, and the interested public, as appropriate, regarding the means by which adverse effects on such properties will be considered; and

*Compliance with Native American Graves Protection and Repatriation Act (NAGPRA)*

(iii) provide for the disposition of Native American cultural items from Federal or tribal land in a manner consistent with section 3(c) of the Native American Graves Protection and Repatriation Act [25 U.S.C. 3002(c)].

*Recordation of historic properties prior to demolition*

(b) Each Federal agency shall initiate measures to assure that where, as a result of Federal action or assistance carried out by such agency, a historic property is to be substantially altered or demolished, timely steps are taken to make or have made appropriate records, and that such records then be deposited, in accordance with section 101(a), in the Library of Congress or with such other appropriate agency as may be designated by the Secretary, for future use and reference.

*Designation of Federal agency preservation officers*

(c) The head of each Federal agency shall, unless exempted under

section 214, designate a qualified official to be known as the agency's "preservation officer" who shall be responsible for coordinating that agency's activities under this Act. Each Preservation Officer may, in order to be considered qualified, satisfactorily complete an appropriate training program established by the Secretary under section 101(h).

*Conduct of agency programs  
consistent with Act*

(d) Consistent with the agency's mission and mandates, all Federal agencies shall carry out agency programs and projects (including those under which any Federal assistance is provided or any Federal license, permit, or other approval is required) in accordance with the purposes of this Act and, give consideration to programs and projects which will further the purposes of this Act.

*Transfer of surplus  
Federal historic properties*

(e) The Secretary shall review and approve the plans of transferees of surplus federally owned historic properties not later than ninety days after his receipt of such plans to ensure that the prehistorical, historical, architectural, or culturally significant values will be preserved or enhanced.

*Federal undertakings affecting  
National Historic Landmarks*

(f) Prior to the approval of any Federal undertaking which may directly and adversely affect any National Historic Landmark, the head of the responsible Federal agency shall, to the maximum extent possible, undertake such planning and actions as maybe necessary to minimize harm to such landmark, and shall afford the Advisory Council on Historic Preservation a reasonable opportunity to comment on the undertaking.

*Preservation activities  
as an eligible project cost*

(g) Each Federal agency may include the costs of preservation activities of such agency under this Act as eligible project costs in all undertakings of such agency or assisted cost by such agency. The eligible project cost may also include amounts paid by a Federal agency to any State to be used in carrying out such preservation responsibilities of the Federal agency under this Act, and reasonable costs may be charged to Federal licensees and permittees as a condition to the issuance of such license or permit.

*Applicability of National  
Environmental Policy Act (NEPA)*

(i) Nothing in this Act shall be construed to require the preparation of an environmental impact statement where such a statement would not otherwise be required under the National Environmental Policy Act of 1969, and nothing in this Act shall be construed to provide any exemption from any requirement respecting the preparation of such a statement under such Act.

*No Federal agency shall give assistance to an applicant who intentionally created or allowed an adverse effect*

(k) Each Federal agency shall ensure that the agency will not grant a loan, loan guarantee, permit, license, or other assistance to an applicant who, with intent to avoid the requirements of Section 106, has intentionally significantly adversely affected a historic property to which the grant would relate, or having legal power to prevent it, allowed such significant adverse effect to occur, unless the agency, after consultation with the Council determines that circumstances justify granting such assistance despite the adverse effect created or permitted by the applicant.

*Agency head responsible for Section 106 compliance*

(l) With respect to any undertaking subject to Section 106 which adversely affects any property included in or eligible for inclusion in the National Register, and for which a Federal agency has not entered into an agreement with the Council, the head of such agency shall document any decision made pursuant to Section 106. The head of such agency may not delegate his or her responsibilities pursuant to such section. Where a Section 106 memorandum of agreement has been executed with respect to an undertaking, such memorandum shall govern the undertaking and all of its parts.

### **Section 111 (16 U.S.C. 470h-3)**

*Leases or exchanges of Federal historic properties*

(a) Notwithstanding any other provision of law, any Federal agency, after consultation with the Council, shall, to the extent practicable, establish and implement alternatives for historic properties, including adaptive use, that are not needed for current or projected agency purposes, and may lease a historic property owned by the agency to any person or organization, or exchange any property owned by the agency with comparable historic property, if the agency head determines that the lease or exchange will adequately ensure the preservation of the historic property.

*Use of proceeds*

(b) The proceeds of any lease under subsection (a) may, notwithstanding any other provision of law, be retained by the agency entering into such lease and used to defray the costs of administration, maintenance, repair, and related expenses incurred by the agency with respect to such property or other properties which are on the National Register which are owned by, or are under the jurisdiction or control of, such agency. Any surplus proceeds from such leases shall be deposited into the Treasury of the United States at the end of the second fiscal year following the fiscal year in which such proceeds were received.

*Management contracts*

(c) The head of any Federal agency having responsibility for the management of any historic property may, after consultation with the Advisory Council on Historic Preservation, enter into contracts for the management of such property. Any such contract shall contain such terms and conditions as the head of such agency deems necessary or appropriate to protect the interests of the United States and insure adequate preservation of historic property.

**Section 112***Professional standards*

(a) In general. Each Federal agency that is responsible for the protection of historic resources, including archaeological resources pursuant to this Act or any other law shall ensure each of the following—

(1)(A) All actions taken by employees or contractors of such agency shall meet professional standards under regulations developed by the Secretary in consultation with the Council other affected agencies, and the appropriate professional societies of the disciplines involved, specifically archaeology, architecture, conservation, history, landscape architecture, and planning.

*Personnel qualification standards*

(B) Agency personnel or contractors responsible for historic resources shall meet qualification standards established by the Office of Personnel Management in consultation with the Secretary and appropriate professional societies of the disciplines involved. The Office of Personnel Management shall revise qualification standards within 2 years after the date of enactment of this Act for the disciplines involved, specifically archaeology, architecture, conservation, curation, history, landscape architecture, and planning. Such standards shall consider the particular skills and expertise needed for the preservation of historic resources and shall be equivalent requirements for the disciplines involved.

*Data maintenance*

(2) Records and other data, including data produced by historical research and archaeological surveys and excavations are permanently maintained in appropriate data bases and made available to potential users pursuant to such regulations as the Secretary shall promulgate.

*Guidelines*

(b) **Guidelines.** In order to promote the preservation of historic resources on properties eligible for listing in the National register, the Secretary shall, in consultation with the Council, promulgate guidelines to ensure that Federal, State, and tribal historic preservation programs subject to this Act include plans to—

(1) provide information to the owners of properties containing historic (including architectural, curatorial, and archaeological) resources with demonstrated or likely research significance, about the need for protection of such resources, and the available means of protection;

(2) encourage owners to preserve such resources intact and in place and offer the owners of such resources information on the tax and grant assistance available for the donation of the resources or of a preservation easement of the resources;

(3) encourage the protection of Native American cultural items [within the meaning of section 2(3) and (9) of the Native American Graves Protection and Repatriation Act (25 U.S.C. 3001 (3) and (9))] and of properties of religious or cultural importance to Indian tribes, Native Hawaiians, or other Native American groups; and

(4) encourage owners who are undertaking archaeological excavations to—

(A) conduct excavations and analyses that meet standards for federally sponsored excavations established by the Secretary,

(B) donate or lend artifacts of research significance to an appropriate research institution;

(C) allow access to artifacts for research purposes; and

(D) prior to excavating or disposing of a Native American cultural item in which an Indian tribe or Native Hawaiian organization may have an interest under section 3(a)(2)(B) or (C) of the Native American Graves Protection and Repatriation Act [25 U.S.C. 3002(a)(2)(B) and (C)], given notice to and consult with such Indian tribe or Native Hawaiian organization.

### **Section 302 (16 U.S.C. 470w–1)**

*Authority to expend funds for purposes of this Act*

Where appropriate, each Federal agency is authorized to expend funds appropriated for its authorized programs for the purposes of activities carried out pursuant to this Act, except to the extent appropriations legislation expressly provides otherwise.

### **Section 304 (16 U.S.C. 470w–3)**

*Confidentiality of information on sensitive historic resources*

(a) Authority to withhold from disclosure. The head of a Federal agency or other public official receiving grant assistance pursuant to this Act, after consultation with the Secretary, shall withhold

from disclosure to the public, information about the location, character, or ownership of a historic resource if the Secretary and the agency determine that disclosure may—

- (1) cause a significant invasion of privacy;
- (2) risk harm to the historic resource; or
- (3) impede the use of a traditional religious site by practitioners.

(b) Access determination. When the head of a Federal agency or other public official has determined that information should be withheld from the public pursuant to subsection (a), the Secretary, in consultation with such Federal agency head or official, shall determine who may have access to the information for the purpose of carrying out this Act.

(c) Consultation with Council. When the information in question has been developed in the course of an agency's compliance with Section 106 or 110(f), the Secretary shall consult with the Council in reaching determinations under subsections (a) and (b).

*Section 402 is part of related legislative provisions enacted in the National Historic Preservation Act Amendments of 1980 but that are not part of the National Historic Preservation Act.*

*Federal undertakings outside the United States; mitigation of adverse effects*

***National Historic Preservation Act Amendments of 1980, Public Law 96–515, December 12, 1980, 94 Stat. 3000***

**Section 402 (16 U.S.C. 470a-2)**

Prior to the approval of any Federal undertaking outside the United States which may directly and adversely affect a property which is on the World Heritage List or on the applicable country's equivalent of the National Register, the head of a Federal agency having direct or indirect jurisdiction over such undertaking shall take into account the effect of the undertaking on such property for purposes of avoiding or mitigating any adverse effects.

## *Appendix B*

### **NHPA-Mandated Actions by Others that Affect Federal Agencies**

#### **Section 101 (16 U.S.C. 470a)**

*Regulations for curation, documentation,  
and local government certification*

(a)(7) The Secretary shall promulgate, or revise, regulations—

(A) ensuring that significant prehistoric and historic artifacts, and associated records, subject to Section 110 of this Act, the Act of June 27, 1960 (16 U.S.C. 469c), and the Archaeological Resources Protection Act of 1979 (16 U.S.C. 470aa and following) are deposited in an institution with adequate long-term curatorial capabilities;...

*Guidelines for Federal agency  
responsibilities*

(g) In consultation with the Advisory Council on Historic Preservation, the Secretary shall promulgate guidelines for Federal agency responsibilities under Section 110 of this title.

*Preservation standards for federally  
owned properties*

(h) Within one year after the date of enactment of the National Historic Preservation Act Amendments of 1980, the Secretary shall establish, in consultation with the Secretaries of Agriculture and Defense, the Smithsonian Institution, and the Administrator of the General Services Administration, professional standards for the preservation of historic properties in Federal ownership or control.

*Technical advice*

(i) The Secretary shall develop and make available to Federal agencies, State and local governments, private organizations and individuals, and other nations and international organizations pursuant to the World Heritage Convention, training in, and information concerning professional methods and techniques for the preservation of historic properties and for the administration of the historic preservation program at the Federal, State, and local level. The Secretary shall also develop mechanisms to provide information concerning historic preservation to the general public including students.

*Preservation education and  
training program*

(j)(1) The Secretary shall, in consultation with the Council and other appropriate Federal, tribal, Native Hawaiian, and non-Federal organizations, develop and implement a comprehensive preservation education and training program.

(2) The education and training program described in paragraph (1) shall include—

(A) new standards and increased preservation training opportunities for Federal workers involved in preservation-related functions;

(B) increased preservation training opportunities for other Federal, State, tribal and local government workers, and students;

(D) coordination of the following activities, where appropriate, with the National Center for Preservation Technology and Training—

(i) distribution of information on preservation technologies;

(ii) provision of training and skill development in trades, crafts, and disciplines related to historic preservation in Federal training and development programs; and

(iii) support for research, analysis, conservation, curation, interpretation, and display related to preservation.

### **Section 110 (16 U.S.C. 470h-2)**

#### *Preservation awards program*

(h) The Secretary shall establish an annual preservation awards program under which he may make monetary awards in amounts not to exceed \$1,000 and provide citations for special achievement to officers and employees of Federal, State, and certified local governments in recognition of their outstanding contributions to the preservation of historic resources. Such program may include the issuance of annual awards by the president of the United States to any citizen of the United States recommended for such award by the Secretary.

(j) The Secretary shall promulgate regulations under which the requirements of this section may be waived in whole or in part in the event of a major natural disaster or an imminent threat to the national security.

### **Section 202 (16 U.S.C. 470j)**

#### *Duties of the Advisory Council on Historic Preservation*

(a) The Council shall—

(6) Review the policies and programs of Federal agencies and recommend to such agencies methods to improve the effectiveness, coordination, and consistency of those policies and programs with the policies and programs carried out under this Act;...

*Information from agencies***Section 203 (16 U.S.C. 470k)**

The Council is authorized to secure directly from any department, bureau, agency, board, commission, office, independent establishment or instrumentality of the executive branch of the Federal Government information, suggestions, estimates, and statistics for the purpose of this title; and each such department of instrumentality is authorized to furnish such information, suggestions, estimates, and statistics to the extent permitted by law and within available funds.

*Regulations for Section 106; local government participation***Section 211 (16 U.S.C. 470s)**

The Council is authorized to promulgate such rules and regulations as it deems necessary to govern the implementation of Section 106 of this Act in its entirety. The Council shall, by regulation, establish such procedures as may be necessary to provide for participation by local governments in proceedings and other actions taken by the Council with respect to undertakings referred to in Section 106 which affect such local governments.

*Exemption for Federal activities from provisions of the Act***Section 214 (16 U.S.C. 470v)**

The Council, with the concurrence of the Secretary, shall promulgate regulations or guidelines, as appropriate, under which Federal programs or undertakings may be exempted from any or all of the requirements of this Act when such exemption is determined to be consistent with purposes of this Act, taking into consideration the magnitude of the exempted undertaking or program and the likelihood of impairment of historic properties.

*Appendix C***List of Resources****Introduction**

The following is a list of laws and regulations, reference materials and organizations that prove helpful in managing historic and cultural resources. This list of resources is not intended to be comprehensive. It is a list, however, of the most important laws and regulations to be aware of; reference materials and guidance available through the National Park Service and the Advisory Council on Historic Preservation, and a list of other organizations that may prove helpful in fulfilling your responsibilities under Section 110 of the National Historic Preservation Act.

### ***Laws, Regulations, Standards and Guidelines, and Executive Orders***

A copy of these laws, regulations, standards and guidelines, executive orders and others can be found at the following Worldwide Web address: <http://www.cr.nps.gov/linklaws.htm>

#### **Laws**

- American Antiquities Act of 1906 (16 USC 433)
- Abandoned Shipwreck Act of 1987 (43 USC 2101-2106)
- Americans with Disabilities Act of 1990 (ADA) (42 USC 12131-12150)
- American Indian Religious Freedom Act of 1978 (AIRFA) (42 USC 1996 and 1996a)
- Archeological and Historic Preservation Act of 1974 (16 USC 469-469c)
- Archaeological Resources Protection Act of 1979, as amended (ARPA) (16 USC 470aa-mm)
- Disposal of Records (44 USC 3301 *et seq.*)
- Federal Property and Administrative Services Act of 1949, as amended (40 USC 483 [b])
- Federal Records Act of 1950, as amended (Records Management by Federal Agencies, 44 USC 3101 *et seq.*)
- Freedom of Information Act of 1982 (5 USC 552)
- Historic Sites, Buildings, Objects, and Antiquities Act of 1935 (16 USC 461-467)
- Internal Revenue Code of 1986 (Qualified Conservation Contributions) (26 USC 170[h])
- Museum Properties Management Act of 1955 (16 USC 18)
- National Environmental Policy Act of 1969 (NEPA) (42 USC 4321)
- National Historic Preservation Act of 1966, as amended (NHPA) (16 USC 470-470t, 110)
- Native American Graves Protection and Repatriation Act of 1990 (NAGPRA) (25 USC 3001-3013)
- Preservation, Arrangement, Duplication, Exhibition of Records (44 USC 2109)
- Privacy Act of 1974 (5 USC 552a)
- Public Buildings Cooperative Use Act of 1976 (40 USC 601a)
- Reservoir Salvage Act of 1960, as amended (16 USC 469-469c)
- Theft of Government Property (18 USC 641)
- 1970 UNESCO Convention on the Means of Prohibiting and Preventing the Illicit Import, Export, and Transfer of Ownership of Cultural Property (19 USC 2601)

#### **Regulations**

- Archeological Resource Protection Act (ARPA) Regulations (32 CFR 229)
- Curation of Federally-Owned and Administered Archeological Collections (36 CFR 79)
- Preservation of American Antiquities (43 CFR 3)
- Protection of Archeological Resources (43 CFR 7)
- Native American Graves Protection and Repatriation Act: Final Rule (43 CFR 10)
- National Register of Historic Places (36 CFR 60)
- Procedures for Approved State and Local Government Historic Preservation Programs (36 CFR 61)
- Determinations of Eligibility for Inclusion in the National Register

(36 CFR 63)

- National Historic Landmarks Program (36 CFR 65)
- Protection of Historic and Cultural Properties (36 CFR 800)
- Freedom of Information Act Regulations (36 CFR 810)
- Federal Records; General (36 CFR 1220)
- Disposition of Federal Records (36 CFR 1228)
- Federal Property Management Regulations (41 CFR 101)
- Procedures for Implementation of the National Environmental Policy Act (36 CFR 805)

#### **Standards and Guidelines**

- Preparation of Environmental Impact Statements: Guidelines* (40 CFR 1500)
- The Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation*, which includes Standards and Guidelines for Preservation Planning; Identification; Evaluation; Registration; Historical Documentation; Architectural and Engineering Documentation; Proposed Historic Preservation Professional Qualification Standards; Standards for the Treatment of Historic Properties (36 CFR 68); Standards for Rehabilitation (36 CFR 67)
- Final Guidelines for the Abandoned Shipwreck Act of 1987*
- Secretary of the Interior's Standards for Historic Vessel Preservation Projects with Guidelines for Applying the Standards*
- The Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for the Treatment of Cultural Landscapes*

## Executive Orders

Executive Order No. 11593, Protection and Enhancement of the Cultural Environment (1971)

Executive Order No. 13006, Locating Federal Facilities On Historic Properties In Our Nation's Central Cities (1996)

Executive Order No. 13007, Indian Sacred Sites (1996)

Executive Order No. 13084, Indian Consultation (1998)

## Advisory Council on Historic Preservation Publications and Reference Materials

Website: <http://www.achp.gov/rptlist.html> or <http://www.achp.gov/supplementary.html>

## General Information

*Alternatives for Implementing Section 106 of the National Historic Preservation Act: An Assessment*

*Federal Historic Preservation Case Law, 1966-1996: Thirty Years of the National Historic Preservation Act*

*Defense Department Compliance with the National Historic Preservation Act: Section 202(a)(6) Evaluation Report*

*Balancing Historic Preservation Needs with the Operation of Highly Technical or Scientific Facilities*

*Fire Safety Retrofitting in Historic Buildings*

## Section 106 Guidance

*Section 106, Step-by-Step*

*Preparing Agreement Documents*

*Identification of Historic Properties*

*Participation by SHPOs*

*Participation by Local Governments*

*Participation by Recipients of Assistance*

*Public Participation in Section 106 Review*

## National Park Service Publications and Reference Materials for the National Historic Preservation Act Programs

## Cultural Resource Management

### General Information

*CRM: Cultural Resource Management*—a magazine published by the NPS to promote and maintain high standards for preserving and managing cultural resources can be found and subscribed to at the following Website: <http://www.cr.nps.gov/crm/crm-hom.htm>

*National Park Service Cultural Resources Strategic Plan 1997*

*Cultural Resources Partnership Notes*—technical assistance in historic preservation planning, related planning and land use topics, and preservation strategies for federal agencies, Indian tribes, and local governments

*Directory of Cultural Resource Education Programs*—long-term educational and training opportunities related to the protection and preservation of cultural heritage

*Federal Historic Preservation Laws*—contains the major historic preservation laws or pertinent portions thereof that govern the national historic preservation programs

## Archeology and Ethnography

NPS Website: <http://www.cr.nps.gov/aad/aepubs.htm>

## General Information

*Common Ground* [known previously as *Federal Archeology*]—a quarterly magazine

## Technical Information

*Technical Briefs*

- ☐ 1. Filter Fabric: A Technique for Short-Term Site Stabilization
- ☐ 2. Arizona Archeology Week: Promoting the Past to the Public
- ☐ 3. Archeology in the National Historic Landmarks Program
- ☐ 4. Archeology in the Classroom: A Case Study from Arizona
- ☐ 5. Intentional Site Burial: A Technique to Protect Against Natural or Mechanical Loss
- ☐ 6. The Kentucky Archaeological Registry: Landowner Participation in Site Preservation
- ☐ 7. Federal Archeological Contracting: Utilizing the Competitive Procurement Process
- ☐ 8. Revegetation: The Soft Approach to Archeological Site Stabilization
- ☐ 9. Volunteers in Archeology
- ☐ 10. The National Historic Landmarks Program Theme Study as a Preservation Planning Tool
- ☐ 11. Legal Background of Archeological Resources Protection
- ☐ 12. Site Stabilization Information Sources
- ☐ 13. Managing Archeological Resources from the Museum Perspective
- ☐ 14. The Peer Review of Public Archeology Projects: A Procedure Developed by the Departmental Consulting Archeologist
- ☐ 15. State Archeology Weeks: Interpreting Archeology for the Public
- ☐ 16. The Civil Prosecution Process of the Archeological Resources Protection Act
- ☐ 17. Developing an Archeological Site Conservation Database

## Recordation and Documentation

NPS Website: <http://www.cr.nps.gov/habshaer/bookstor.htm>

### General Information

*America Preserved: A Checklist of Historic Buildings, Structures, and Sites, Recorded by the Historic American Buildings Survey/Historic American Engineering Record* (HABS/HAER)

*HABS/HAER: An Annotated Bibliography*. This bibliography is the definitive work on publications issued by HABS/HAER.

*America on Record: The Work of HABS/HAER* (video)

### Technical Information

*Architectural Graphic Standards*—the standard reference for architectural information.

*Recording Historic Structures*—the definitive guide to recording America's built environment

*Guidelines for Recording Historic Ships*—provides the definitive guide to maritime recording.

*HABS Historical Reports*—provides guidelines for producing written data on historic buildings to HABS standards.

*Recording Historic Structures and Sites for the Historic American Engineering Record*

*Recording Structures and Sites with HABS Measured Drawings*

*HABS/HAER Photography: Specifications and Guideline* [OK?]

*Transmitting HABS/HAER Documentation*

## Museum and Collections Management

NPS Website: <http://www.cr.nps.gov/csd>

### General Information

*NPS Museum Handbook*—a reference guide on how to care for museum objects and comes in three parts: Part I, "Museum Collections," Part II, "Documentation," and Part III, "Use of Collections."

### Technical Information

*Conserve O Grams*—a topical series about caring for museum objects, published in loose-leaf format.

Topics include:

- ☐ 1. Museum Collection Preservation
- ☐ 2. Security, Fire, and Curatorial Safety
- ☐ 3. Agents of Deterioration
- ☐ 4. Museum Collections Storage
- ☐ 5. Ethnographic Objects
- ☐ 6. Archeological Objects
- ☐ 7. Furniture and Wooden Objects
- ☐ 8. Ceramic and Glass Objects
- ☐ 9. Leather and Skin Objects
- ☐ 10. Metal Objects
- ☐ 11. Natural History Specimens
- ☐ 12. Paintings
- ☐ 13. Paper Objects
- ☐ 14. Photographs
- ☐ 15. Stone Objects
- ☐ 16. Textile Objects
- ☐ 17. Packing and Shipping Museum Objects
- ☐ 18. Museum Exhibits
- ☐ 19. Archival and Manuscript Collections and Rare Books

## Maritime Resources

NPS Website: <http://www2.cr.nps.gov/maritime/nmipub.html>

### General Information

*Historic Lighthouse Preservation Handbook*

*1994 Inventory of Historic Light Stations* (out of print)

*Great American Ships*

*Boats: A Manual for Their Documentation*

## Historic Landscapes

NPS Website: <http://www2.cr.nps.gov/hli/hlicat.htm>

### General Information

*Making Educated Decisions: A Landscape Preservation Bibliography\**

*Pioneers of American Landscape Design: An Annotated Bibliography*

*Pioneers of American Landscape Design, Volume II: An Annotated Bibliography*

*Balancing Natural and Cultural Issues in the Preservation of Historic Landscapes* (selected Papers from the National Association of Olmsted Parks Conference)\*

### Technical Information

See Technical Preservation Services for Historic Buildings, Technical Information, *Preservation Briefs* 36, below.

### **Registration (National Register of Historic Places)**

NPS Website: <http://www.cr.nps.gov/nr/nrpubs.html>

Code \* (download in WordPerfect 5.1 format, self-extracting file OR zipped from the following website: [http://\\_\\_\\_\\_\\_](http://_____))

#### **General Information**

National Register of Historic Places Brochure

*The National Register of Historic Places, 1966-1994*—a cumulative list of districts, sites, buildings, structures, and objects listed in the National Register

*African American Historic Places*

#### **Technical Information—General**

*How to Apply the National Register Criteria for Evaluation*

*How to Complete the National Register Registration Form*

*How to Complete the National Register Multiple Property Documentation Form*

*Researching a Historic Property*

*Definition of National Register Boundaries for Archeological Properties\**

*Defining Boundaries for National Register Properties\**

*How to Improve the Quality of Photographs for National Register Nominations*

*Using the UTM Grid System to Record Historic Sites*

*Guidelines for Local Surveys: A Basis for Preservation Planning\**

*Examples of National Register Nomination Documentation: Concise Documentation\**

#### **Technical Information—Property Types**

*How to Apply National Register Criteria to Post Offices\**

*How to Evaluate and Nominate Designed Historic Landscapes*

*Nominating Historic Vessels and Shipwrecks to the National Register of Historic Places*

*Guidelines for Evaluating and Nominating Properties That Have Achieved Significance Within the Past Fifty Years*

*Guidelines for Evaluating and Documenting Rural Historic Landscapes*

*Guidelines for Evaluating and Documenting Properties Associated with Significant Persons*

*Guidelines for Evaluating and Nominating Aids to Navigation\**

*Guidelines for Evaluating and Registering Historical Archeological Sites and Districts\**

*Guidelines for Evaluating and Documenting Traditional Cultural Properties*

*Guidelines for Identifying, Evaluating, and Registering America's Historic Battlefields*

*Guidelines for Evaluating and Registering Cemeteries and Burial Places*

*Guidelines for Identifying, Evaluating and Registering Historic Mining Properties*

#### **Technical Information—Forms**

National Register of Historic Places Registration Form: NPS Form 10-900\*

National Register of Historic Places Continuation Sheet: NPS Form 10-900a

National Register of Historic Places Multiple Property Documentation Form: NPS Form 10-900b

### **National Historic Landmarks**

NPS Website: [http://www2.cr.nps.gov/nhl/nhl\\_t.htm](http://www2.cr.nps.gov/nhl/nhl_t.htm)

#### **General Information**

*Report to Congress on Endangered National Historic Landmarks*

*The National Historic Landmarks Program: Common Questions and Answers*

*National Historic Landmarks Network—the National Historic Landmarks program newsletter*

### **Tribal Preservation**

NPS Website: [http://www2.cr.nps.gov/tribal/tribal\\_t.htm](http://www2.cr.nps.gov/tribal/tribal_t.htm)

#### **General Information**

*Keepers of the Treasures: Protecting Historic Properties and Cultural Traditions on Indian Lands*

*Traditional Cultural Properties: What You Do and How We Think* (CRM thematic issue, Vol. 16.)

### **Technical Preservation Services for Historic Buildings**

NPS Website: <http://www2.cr.nps.gov/tps>

#### **General Information**

*The Secretary of the Interior's Standards for Rehabilitation with Guidelines for Rehabilitating Historic Buildings\**

*The Secretary of the Interior's Standards for Rehabilitation with Illustrated*

*Guidelines for Rehabilitating Historic Buildings\**

*The Secretary of the Interior's Standards for the Treatment of Historic Properties with Illustrated Guidelines for Preserving, Rehabilitating, Restoring, and Reconstructing Historic Buildings*

*Working on the Past with the Secretary of the Interior's Standards for the Treatment of Historic Properties* (video)—explains the philosophical differences between the treatments preservation, rehabilitation, restoration, and reconstruction

*Accessibility and Historic Preservation: Entrances to the Past*—access solutions for mobility-impaired individuals and to save historic buildings for future generations. Requirements of the Americans with Disabilities Act of 1990 are graphically explained

*Accessibility and Historic Preservation Resource Guide*—a compendium of resource materials on the law and its application to historic properties

*Preservation Case Studies*—provide practical solution-oriented information for developers, planners, and owners by presenting and illustrating a specific course of action taken to preserve one building or an entire block of buildings

*Affordable Housing Through Historic Preservation: A Case Study Guide to Combining the Tax Credits*—an overview of how to finance historic buildings for affordable housing

*Affordable Housing Through Historic Preservation: Tax Credits and the Secretary of the Interior's Standards for Historic Rehabilitation*—focuses on rehabilitating schools, hotels, shotgun houses, warehouses, single-family rowhouses, and factories within context of the historic rehabilitation tax credit

## Technical Information

*A Glossary of Historic Masonry Deterioration Problems and Preservation Treatments*

*Metals in America's Historic Buildings: Uses and Preservation Treatments*

*Keeping it Clean: Removing Dirt, Paint, Stains, and Graffiti from Historic Exterior Masonry*

*Moving Historic Buildings*

*The Window Handbook: Successful Strategies for Rehabilitating Windows in Historic Buildings*

*Interiors Handbook for Historic Buildings*—a collection of technical papers providing guidance on rehabilitation and restoration

*Interiors Handbook for Historic Buildings, Volume II*—a ready reference tool on the restoration and rehabilitation of historic interiors

*Respectful Rehabilitation: Answers to Your Questions on Historic Buildings*—provides answers to 150 questions often asked in rehabilitating historic buildings for new uses

*Twentieth-Century Building Materials: History and Conservation*—provides an historical overview of building materials from 1880-1960

*Window Guide for Rehabilitating Historic Buildings*—most comprehensive guide available on the preservation and rehabilitation of windows in historic buildings

*Preservation Tech Notes*—provide innovative solutions to specific problems in preserving buildings, structures, and objects.

- ☐ Doors No. 1: Historic Garage and Carriage Doors: Rehabilitation Solutions
- ☐ Exterior Woodwork No. 1: Proper Painting and Surface Preparation
- ☐ Exterior Woodwork No. 2: Paint Removal from Wood Siding

- ☐ Exterior Woodwork No. 3: Log Crown Repair and Selective Replacement Using Epoxy and Fiberglass Reinforcing Rods
- ☐ Exterior Woodwork No. 4: Protecting Woodwork Against Decay Using Borate Preservatives
- ☐ Finishes No. 1: Process-Printing Decals as a Substitute for Hand Stenciled Ceiling Medallions
- ☐ Historic Interior Spaces No. 1: Preserving Historic Corridors in Open Space Office Plans
- ☐ Historic Interior Spaces No. 2: Preserving Historic Office Building Corridors
- ☐ Masonry No. 1, Substitute Materials: Replacing Deteriorated Serpentine Stone with Pre-Cast Concrete
- ☐ Masonry No. 2: Stabilization and Repair of a Historic Terra Cotta Cornice
- ☐ Masonry No. 3: Water Soak Cleaning of Limestone
- ☐ Masonry No. 4: Non-Destructive Evaluation Techniques for Masonry Construction
- ☐ Mechanical Systems No. 1: Replicating Historic Elevator Enclosures
- ☐ Metals No. 1: Conserving Outdoor Bronze Sculpture
- ☐ Metals No. 2: Restoring Metal Roof Cornices
- ☐ Metals No. 3: In-kind Replacement of Historic Stamped-Metal Exterior Siding
- ☐ Metals No. 4: Rehabilitating a Historic Iron Bridge
- ☐ Museum Collections No. 1: Museum Collection Storage in a Historic Building Using a Prefabricated Structure
- ☐ Museum Collections No. 2: Reducing Visible and Ultraviolet Light Damage to Interior Wood Finishes
- ☐ Site No. 1: Restoring Vine Coverage to Historic Buildings

- ❑ Temporary Protection No. 1: Temporary Protection of Historic Stairways During Rehabilitation Work
- ❑ Temporary Protection No. 2: Specifying Temporary Protection of Historic Interiors During Construction and Repair
- ❑ Windows No. 11: Installing Insulation Glass in Existing Wooden Sash Incorporation the Historic Glass
- ❑ Windows No. 17: Repair and Retrofitting Industrial Steel Windows
- ❑ Windows No. 18: Aluminum Replacement Windows With True Divided Lights, Interior Piggyback Storm Panels, and Exposed Historic Wooden Frames

*Preservation Briefs*—assist owners and developers of historic buildings in recognizing and resolving common preservation and repair problems.

*Historic Buildings Preservation Briefs*  
(No.—Title)

- ❑ 1. The Cleaning and Waterproof Coating of Masonry Buildings
- ❑ 2. Repointing Mortar Joints in Historic Masonry Buildings
- ❑ 3. Conserving Energy in Historic Buildings
- ❑ 4. Roofing for Historic Buildings
- ❑ 5. The Preservation of Historic Adobe Buildings
- ❑ 6. Dangers of Abrasive Cleaning to Historic Buildings
- ❑ 7. The Preservation of Historic Glazed Architectural Terra-Cotta
- ❑ 8. Aluminum and Vinyl Siding on Historic Buildings: The Appropriateness of Substitute Materials for Resurfacing Historic Wood Frame Buildings
- ❑ 9. The Repair of Historic Wooden Windows
- ❑ 10. Exterior Paint Problems on Historic Woodwork
- ❑ 11. Rehabilitating Historic Storefronts
- ❑ 12. The Preservation of Historic Pigmented Structural Glass (Vitrolite and Carrara Glass)
- ❑ 13. The Repair and Thermal Upgrading of Historic Steel Windows
- ❑ 14. New Exterior Additions to Historic Buildings: Preservation Concerns
- ❑ 15. Preservation of Historic Concrete: Problems and General Approaches
- ❑ 16. The Use of Substitute Materials on Historic Building Exteriors
- ❑ 17. Architectural Character—Identifying the Visual Aspects of Historic Buildings as an Aid to Preserving Their Character
- ❑ 18. Rehabilitating Interiors in Historic Buildings—Identifying Character-Defining Elements
- ❑ 19. The Repair and Replacement of Historic Wooden Shingle Roofs
- ❑ 20. The Preservation of Historic Barns
- ❑ 21. Repairing Historic Flat Plaster—Walls and Ceilings
- ❑ 22. The Preservation and Repair of Historic Stucco
- ❑ 23. Preserving Historic Ornamental Plaster
- ❑ 24. Heating, Ventilating, and Cooling Historic Buildings: Problems and Recommended Approaches
- ❑ 25. The Preservation of Historic Signs
- ❑ 26. The Preservation and Repair of Historic Log Buildings
- ❑ 27. The Maintenance and Repair of Architectural Cast Iron
- ❑ 28. Painting Historic Interiors
- ❑ 29. The Repair, Replacement, and Maintenance of Slate Roofs
- ❑ 30. The Preservation and Repair of Historic Clay Tile Roofs
- ❑ 31. Mothballing Historic Buildings
- ❑ 32. Making Historic Properties Accessible
- ❑ 33. The Preservation and Repair of Stained and Leaded Glass
- ❑ 34. Applied Decoration for Historic Interiors: Preserving Historic Composition Ornament
- ❑ 35. Understanding Old Buildings: The Process of Architectural Investigation
- ❑ 36. Protecting Cultural Landscapes: Planning, Treatment, and Management of Historic Landscapes
- ❑ 37. Appropriate Methods of Reducing Lead-Paint Hazards in Historic Housing
- ❑ 38. Removing Graffiti from Historic Masonry
- ❑ 39. Holding the Line: Controlling Unwanted Moisture in Historic Buildings
- ❑ 40. Preserving Historic Ceramic Tile Floors
- ❑ 41. The Seismic Retrofit of Historic Buildings: Keeping Preservation in the Forefront

## Organizations

### Advisory Council on Historic Preservation (ACHP)

The Old Post Office, Suite 809,  
1100 Pennsylvania Avenue, NW,  
Washington, DC 20004

(202) 606-8505

Website: <http://www.achp.gov>

### American Association of Museums

1575 I Street, NW, Suite 400,  
Washington, DC 20005

(202) 289-1818

Website: <http://www.aam-us.org>

**American Association of State and Local History (AASLH)**

1717 Church Street, Nashville,  
TN 37203-2991

E-mail: [history@aslh.org](mailto:history@aslh.org)

Website: <http://www.aslh.org>

**American Cultural Resource Association (ACRA)**

c/o New South Associates, Inc., 6150  
East Ponce De Leon Avenue, Stone  
Mountain, GA 30083

Website: <http://www.mindspring.com/~wheaton/ACRA.html>

**American Institute of Architects (AIA)**

1735 New York Avenue, NW,  
Washington, DC 20006

(202) 626-7300

Website: <http://www.aia.org> or  
<http://www.e-architect.com>

**American Planning Association (APA)**

122 South Michigan Avenue, Suite  
1600, Chicago, IL 60603

(312) 431-9100; Washington Office  
(202) 872-0611

E-mail: [growingsmart@planning.org](mailto:growingsmart@planning.org)

Website: <http://www.apa.org>

**American Society of Landscape Architects (ASLA)**

636 I Street, NW, Washington, DC  
20001-3736

E-mail: [scahill@asla.org](mailto:scahill@asla.org)

Website: <http://www.asla.org>

**Campbell Center for Historic Preservation Studies**

P.O. Box 66, Mount Carroll, IL 61053  
(815) 244-1173

Website: <http://palimpsest.stanford.edu/bytopic/education/campbell/>

**Federal Preservation Forum (FPF)**

Website: <http://www.ca.blm.gov/cdd/fpforum.html>

**National Center for Preservation Technology and Training (NCPTT)**

NSU Box 5682, Natchitoches,  
LA 71497

E-mail: [ncptt@ncptt.nps.gov](mailto:ncptt@ncptt.nps.gov)

Website: <http://www.ncptt.nps.gov>

**National Conference of State Historic Preservation Officers (NCSHPO)**

444 North Capitol Street, NW, Suite  
342, Washington, DC 20001-1512

E-mail: [ehnsppo@sso.org](mailto:ehnsppo@sso.org)

**National Council for Preservation Education (NCPE)**

Center for Historic Architecture and  
Design, University of Delaware,  
Newark, DE 19716

Website: <http://www.preservenet.cornell.edu/pneteduc.htm>

**National Preservation Institute (NPI)**

P.O. Box 1702, Alexandria, Virginia  
22313

E-mail: [info@npi.org](mailto:info@npi.org)

Website: <http://www.npi.org>

**National Trust for Historic Preservation (NTHP)**

1875 Massachusetts Avenue, NW,  
Washington, DC 20036

(202) 588-6000

Website: <http://www.nthp.org>

**Society for American Archaeology (SAA)**

900 Second Street, NE, Suite 12,  
Washington, DC 20002-3557

(202) 789-0284

E-mail: [headquarters@saa.org](mailto:headquarters@saa.org)

Website: <http://www.saa.org>

**Society for Historical Archaeology (SHA)**

P.O. Box 30446, Tucson, AZ 85751

E-mail: [sha@azstarnet.com](mailto:sha@azstarnet.com)

Website: <http://www.sha.org>

**Society for History in the Federal Government**

P.O. Box 14139, Benjamin Franklin  
Station, Washington, DC 20044

Website: <http://www.shfg.org>

**Trust for Public Land**

116 New Montgomery Street, Fourth  
Floor, San Francisco, CA 94105

E-mail: [mailbox@tpl.org](mailto:mailbox@tpl.org)

Website: <http://www.igc.org/tpl>

***Tribal Historic Preservation Offices*****Confederated Salish and Kootenai Tribes of the Flathead Indian Nation**

Tribal Preservation Officer, Tribal  
Preservation Office, P.O. Box 278,  
Pablo, MT 59855

(406) 675-2700

**Confederated Tribes of the Colville Reservation**

Tribal Preservation Officer,  
Archeology and History  
Department, P.O. Box 150,  
Nespelem, WA 99155

(509) 634-8890

**Confederated Tribes of the Umatilla Reservation**

Tribal Historic Preservation Officer,  
P.O. Box 638, Pendleton, OR 97801

**Confederated Tribes of the Warm Springs Reservation in Oregon**

Tribal Preservation Officer,  
Department of Cultural Resources,  
P.O. Box C, Warm Springs,  
OR 97761

(541) 553-3265

**Hualapai Tribe**

Tribal Preservation Officer, P.O. Box  
310, Peach Springs, AZ 86434

(520) 769-2223

**Lac du Flambeau Band of Lake Superior Chippewa Indians**

Tribal Preservation Officer, P.O. Box  
67, Lac du Flambeau, WI 54538

(715) 588-3303

**Leech Lake Band of Chippewa Indians**

Tribal Historic Preservation Officer,  
Route 3, Box 100, Cass Lake,  
MN 56633

(218) 335-8095

**Mille Lacs Band of Ojibwe Indians**

Tribal Preservation Officer, HCR 67,  
Box 194, Onamia, MN 56359

(320) 532-4181

**Narragansett Indian Tribe**

Tribal Preservation Officer, P.O. Box  
700, Wyoming, RI 02898

(401) 364-1100

**Navajo Nation**

Tribal Preservation Officer, Historic  
Preservation Department, P.O. Box  
4950, Window Rock, AZ 86515

(520) 871-6437

**Spokane Tribe of Indians**

Tribal Preservation Officer, P.O. Box  
100, Wellpinit, WA 99040

(509) 258-4581

**Standing Rock Sioux Tribe**

Tribal Preservation Officer,  
P.O. Box D, Fort Yates, ND 58538

(701) 854-2120

**Tunica-Biloxi Indians of Louisiana**

Tribal Preservation Officer, P.O. Box  
331, Marksville, LA 71351

(318) 253-9767

**White Mountain Apache Tribe**

Tribal Preservation Officer, P.O. Box  
1150, Whiteriver, AZ 85941

(520) 338-5430

**Yurok Tribe**

Tribal Heritage Preservation Officer,  
1034 Sixth Street, Eureka, CA  
95501

(707) 444-0433

*State Historic  
Preservation Officers  
for the Fifty States, District  
of Columbia, and Territories*

**Alabama**

Mr. F. Lawrence Oaks, SHPO and  
Executive Director, Alabama  
Historical Commission, 468 South  
Perry Street, Montgomery,  
AL 36130-0900 [OK?]

(334) 242-3184

E-mail: LawereOaks@aol.com

**Alaska**

Ms. Judith E. Bittner, Chief, History  
and Archeology, Department of  
Natural Resources, Division of  
Parks and Outdoor Recreation,  
3601 C Street, Suite 1278,  
Anchorage, AK 99503-5921

(907) 269-8715

**American Samoa**

Mr. John Enright, Territorial HPO,  
c/o Department of Parks and  
Recreation, American Samoa  
Government, Pago Pago, AS 96799

(684) 633-2384

E-mail: herdrich@appsrv.samoatelco.  
com

**Arizona**

Mr. James Garrison, SHPO, Office  
of Historic Preservation, Arizona  
State Parks, 1300 W. Washington,  
Phoenix, AZ 85007

(602) 542-4009

**Arkansas**

Mrs. Cathryn H. Slater, Director,  
Arkansas Historic Preservation  
Program, 1500 Tower Building,  
323 Center Street, Little Rock,  
AR 72201

(501) 324-9880

E-mail: info@dah.state.ar.us

**California**

Ms. Cherilyn Widell, SHPO, Office of  
Historic Preservation, Department  
of Parks and Recreation, P.O. Box  
942896, Sacramento,  
CA 94296-0001

(916) 653-6624

**Colorado**

Mr. James E. Hartmann, SHPO and  
President, Colorado Historical  
Society, Colorado History Museum,  
1300 Broadway, Denver,  
CO 80203-2137

(303) 866-3355

**Connecticut**

Mr. John W. Shannahan, SHPO and  
Director, Connecticut Historical  
Commission, 59 South Prospect  
Street, Hartford, CT 06106

(203) 566-3005

**Delaware**

Mr. Daniel R. Griffith, Director,  
Division of Historical and Cultural  
Affairs, Hall of Records, P. O. Box  
1401, Dover, DE 19901

(302) 739-5313

**District of Columbia**

Mr. Wilbert J. Parker, SHPO,  
Department of Consumer and  
Regulatory Affairs, 614 H Street,  
NW, Suite 1120, Washington,  
DC 20001

(202) 727-7120

**Federated States of Micronesia**

Dr. Rufino Mauricio, HPO, Office  
of Administrative Services,  
Division of Archives and Historic  
Preservation, FSM National  
Government,  
P.O. Box PS 52, Palikir,  
Pohnpei 96941

Overseas Operator (691) 320-2343

**Florida**

Mr. George W. Percy, Director,  
Division of Historical Resources,  
R.A. Gray Building, 500 S.  
Bronough Street, Tallahassee,  
Florida 32399-0250

(850) 488-1480

**Georgia**

Mr. Mark R. Edwards, Director,  
Historic Preservation Division,  
Department of Natural Resources,  
500 The Healey Building, 57  
Forsyth Street, NW, Atlanta,  
Georgia 30303

(404) 656-2840

**Guam**

Mr. Richard Davis, HPO, Historic  
Resources Division, Department  
of Parks and Recreation, Building  
13-8, Tiyan, P.O. Box 2950, Agana  
Heights, GU 96910

011-671-475-6259

E-mail: davisrd@ns.gu

**Hawaii**

Mr. Michael D. Wilson, SHPO,  
Department of Land and Natural  
Resources, 1151 Punchbowl Street,  
Honolulu, HI 96813

(808) 548-6550

**Idaho**

Dr. Robert M. Yohe, III, Interim SHPO,  
210 Main Street, Boise,  
ID 83702

(208) 334-3890

**Illinois**

Mr. William L. Wheeler, Associate  
Director, Illinois Historic  
Preservation Agency, Preservation  
Services Division, One Old State  
Capitol Plaza, Springfield,  
IL 62701

(217) 785-9045

(St. Address: 500 E. Madison)

**Indiana**

Mr. Larry D. Macklin, SHPO and  
Director, Department of Natural  
Resources, 402 West Washington  
Street, Room W 274, Indianapolis,  
IN 46204

(317) 232-4020

E-mail: hpa\_at\_dnrln@ima.isd.state.  
in.us

**Iowa**

Mr. Tom Morain, Administrator and  
SHPO, State Historical Society of  
Iowa, 600 East Locust Streets, Des  
Moines, IA 50319-0290

(515) 281-8837

### **Kansas**

Mr. Ramon S. Powers, Executive  
Director, Kansas State Historical  
Society, Cultural Resources  
Division, 6425 SW 6th Ave.,  
Topeka, KS 66615-1099

(913) 272-8681 ext. 205

### **Kentucky**

Mr. David Morgan, SHPO and Dir.,  
Kentucky Heritage Council, 300  
Washington Street, Frankfort, KY  
40601

(502) 564-7005

E-mail: dmorgan@mail.state.ky.us

### **Louisiana**

Mrs. Gerri J. Hobdy, Assistant  
Secretary, Office of Cultural  
Development, P.O. Box 44247,  
Baton Rouge, LA 70804

(504) 342-8200

### **Maine**

Mr. Earle G. Shettleworth, Jr.,  
Director, Maine Historic  
Preservation Commission, 55  
Capitol Street, Station 65, Augusta,  
ME 04333-0065

(207) 287-2132

E-mail: Sheshet@state.me.us

### **Republic of the Marshall Islands**

Ms. Carmen Bigler, Secretary of  
Interior Affairs and HPO, P.O. Box  
1454, Majuro, Marshall Islands  
96960

(692) 625-4642

E-mail: cnmihpo@itecnmi.com

### **Maryland**

Mr. J. Rodney Little, Executive  
Director, Historical and Cultural

Programs, Department of Housing  
and Community Development,  
Peoples Resource Center, 100  
Community Place, Crownsville,  
MD 21032-2023

(410) 514-7600

E-mail: mdshpo@ari.net

### **Massachusetts**

Ms. Judith B. McDonough, SHPO and  
Executive Director, Massachusetts  
Historical Commission,  
Massachusetts Archives Facility,  
220 Morrissey Boulevard, Boston,  
MA 02125

(617) 727-8470

E-mail: JMcDonough@mhc.sec. state.  
ma.us

### **Michigan**

Mr. Brian Conway, SHPO, Michigan  
State Historic Preservation Office,  
Michigan Historical Center, 717 W.  
Allegan, Lansing, MI 48918

(517) 373-0511

E-mail: cecilM@sosmail.state.mi.us

### **Minnesota**

Dr. Nina M. Archabal, Director,  
Minnesota Historical Society, State  
Historic Preservation Office, 345  
Kellogg Boulevard West, St. Paul,  
Minnesota 55102

(612) 296-2747

### **Mississippi**

Mr. Elbert Hilliard, Director, State  
of Mississippi Department of  
Archives and History, P.O. Box 571,  
Jackson, MS 39205

(601) 359-6850

E-mail: msshpo@mdah.ms.us

### **Missouri**

Mr. Stephan Mahfood, Director,  
Department of Natural Resources,  
P.O. Box 176, Jefferson City,  
MO 65102

(314) 751-4732

### **Montana**

Mr. Paul Putz, SHPO, Montana  
Historical Society, 1410 8th  
Avenue, P.O. Box 201202, Helena,  
MT 59620-1202

(406) 444-7715

### **Nebraska**

Mr. Lawrence J. Sommer, Director,  
Nebraska State Historical Society,  
1500 R Street, P.O. Box 82554,  
Lincoln, NE 68501

(402) 471-4787

### **Nevada**

Mr. Ronald M. James, SHPO,  
Department of Museums, Library  
and Arts, 100 S. Stewart Street,  
Capital Complex, Carson City,  
NV 89710

(702) 687-6360

E-mail: mjames@lahontan.clan. lib.  
nv.us

### **New Hampshire**

Mrs. Nancy Muller, Director, Division  
of Historical Resources, P.O. Box  
2043, Concord, NH 03302-2043

(603) 271-6435

### **New Jersey**

Mr. Robert C. Shinn, Jr.,  
Commissioner, Dept. of  
Environmental Protection,  
CN-402, 401 East State Street,  
Trenton, NJ 08625

(609) 292-2885

**New Mexico**

Dr. Lynne Sebastian, Director, State  
Historic Preservation Division,  
Office of Cultural Affairs, Villa  
Rivera Building, 3rd floor, 228 E.  
Palace Avenue, Santa Fe,  
NM 87503

(505) 827-6320

**New York**

Mrs. Bernadette Castro,  
Commissioner, Office of  
Parks, Recreation and Historic  
Preservation, Empire State Plaza,  
Agency Building 1, 20th Floor,  
Albany, NY 12238

(518) 474-0443

**North Carolina**

Dr. Jeffrey J. Crow, Director,  
Department of Cultural Resources,  
Division of Archives and History,  
109 East Jones Street, Raleigh, NC  
27601-2807

(919) 733-7305

**North Dakota**

Mr. James E. Sperry, Superintendent,  
State Historical Society of North  
Dakota, ND Heritage Center, 612  
East Boulevard Avenue, Bismarck,  
ND 58505

(701) 328-2672

E-mail: jsperry@ranch.state.nd.us

**Commonwealth of the Northern  
Mariana Islands**

Mr. Joseph P. Deleon Guerrero, HPO,  
Department of Community and  
Cultural Affairs, Commonwealth  
of the Northern Mariana Islands,  
Saipan, Mariana Islands 96950

(670) 664-2120

**Ohio**

Dr. Amos J. Loveday, Jr., SHPO,

Historic Preservation Division,  
Ohio Historical Society, 567 E.  
Hudson Street, Columbus, OH  
43211-1030

(614) 297-2470

**Oklahoma**

Mr. J. Blake Wade, Executive  
Director, Oklahoma Historical  
Society and SHPO, Wiley Post  
Historical Building, 2100 N. Lincoln  
Boulevard, Oklahoma City,  
OK 73105

(405) 521-6249

**Oregon**

Mr. Robert L. Meinen, Director, State  
Parks and Recreation Department,  
1115 Commercial Street NE,  
Salem, OR 97310-1001

(503) 378-5019

E-mail: James.m.hamrick@state.or.us

**Republic of Palau**

Ms. Victoria N. Kanai, HPO, Ministry  
of Social Services, Division of  
Cultural Affairs, P.O. Box 100,  
Government of Palau, Koror,  
Republic of Palau 96940

(680) 488-2489

E-mail: histpres@palaunet.com

**Pennsylvania**

Dr. Brent D. Glass, SHPO,  
Pennsylvania Historical and  
Museum Commission,  
P.O. Box 1026, Harrisburg, PA  
17108-1026

(717) 787-2891

**Commonwealth of Puerto Rico**

Ms. Lilliane D. Lopez, SHPO, La

Fortaleza, P.O. Box 82, San Juan,  
PR 00901

(809) 721-2676

**Rhode Island**

Mr. Frederick C. Williamson,  
SHPO, Historical Preservation  
Commission, Old State House, 150  
Benefit Street, Providence,  
RI 02903

(401) 222-2678

**South Carolina**

Dr. Rodger E. Stroup, Director,  
Department of Archives and  
History, 831 Parklane Road,  
Columbia, SC 29223-4905

(803) 734-8592

**South Dakota**

Mr. Jay D. Vogt, Acting SHPO, South  
Dakota State Historical Society,  
Historical Preservation,  
900 Governors Drive, Pierre,  
SD 57501-2217

(605) 773-3458

E-mail: jayv@chc.state.sd.us

**Tennessee**

Mr. Ollie Keller, Deputy  
Commissioner, Department of  
Environment and Conservation  
and SHPO, 2941 Lebanon Road,  
Nashville, TN 37243-0435

(615) 532-0105

**Texas**

Mr. Curtis Tunnell, Executive Director,  
Texas Historical Commission, P.O.  
Box 12276, Capitol Station, Austin,  
TX 78711

(512) 463-6100

E-mail: www.thc.state.tx.us

**Utah**

Mr. Max J. Evans, SHPO and Director,  
Utah State Historical Society,  
300 Rio Grande, Salt Lake City,  
UT 84101

(801) 533-3551

E-mail: [cehistory.ushs@email.state.  
ut.us](mailto:cehistory.ushs@email.state.ut.us)

**Vermont**

Ms. Emily Wadhams, SHPO and  
Director, Agency of Commerce  
and Community Develop-  
ment, Vermont Division for Historic  
Preservation, National Life  
Building, Drawer 20, Montpelier,  
VT 05620-0501

(802) 828-3056

**Virgin Islands**

Mrs. Beulah Dalmida-Smith, SHPO  
and Commissioner, Department of  
Planning and Natural Resources,  
Foster Plaza, 396-1 Anna's Retreat,  
St. Thomas, VI 00802

(809) 776-8605

**Virginia**

Mr. H. Alexander Wise, Jr., Director,  
Department of Historic Resources,  
2801 Kensington Avenue,  
Richmond, VA 23221

(804) 367-2323

**Washington**

Mr. David M. Hansen, Acting SHPO,  
Office of Archaeology and Historic  
Preservation, Washington State  
Department of Community, Trade,  
and Economic Development, 111  
West 21st Avenue, Box 48343SW,  
Olympia, WA 98504-8343

(360) 407-0765

E-mail: [davidh@acted.wa.gov](mailto:davidh@acted.wa.gov)

**West Virginia**

Ms. Renay Conlin, Commissioner,  
Division of Culture and History,  
Capitol Complex, Charleston,  
WV 25305

(304) 558-0200

**Wisconsin**

Dr. George L. Vogt, SHPO and  
Director, Historic Preservation  
Division, State Historical Society,  
816 State Street, Madison,  
WI 53706

(608) 264-6500

**Wyoming**

Mr. John T. Keck, SHPO, Wyoming  
State Historic Preservation Office,  
Department of Commerce, 6101  
Yellowstone, Cheyenne, WY 82002

(307) 777-7697

